URBAN\MUNICIPAL
CA4 ON HBL W26
M36
1997

MINUTES

PERSONNEL + ORGANIZATION
COMMITTEE

JAN. 9, 1997 ...

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1997

JANUARY 1997

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL
JAN 20 1997
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THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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ELEMENTARY/SECONDARY

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MINUTES OF THE PERSONNEL AND ORGANIZATION COMMITTEE
1997 01 09

Present: Trustees Darby (Chairman), Hicks, Johnston, Orban, Paquin and Cunningham.

Not Present: Trustee Korz.

Also Present: Trustees Bishop, Desmarais, Hill, Johnstone, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: D. W. Goodridge (Director of Education and Secretary), E. Bond (Superintendent of Program), D. Russon (Manager, Employee Relations), P. Gillie (Superintendent - Administrative and Operational Services), E. Bond (Superintendent of Program), M. Quinn (Superintendent of Schools), R. Lavoie (Superintendent of Schools, French as a First Language), F. Cooke (Assistant Superintendent of Program), M. Matier (Assistant Superintendent of Schools) and S. Thompson (Assistant Superintendent of Schools).

The Chairman called the meeting to order and noted that regrets for being unable to attend this evening's meeting were received from Trustees Korz, Gage and Patenaude.

GENERAL

NEW BUSINESS:

Rcommendations of the Superintendent of Human Resources

Moved by Mr. Hicks: That the Recommendations of the Superintendent of Human Reosurces be approved as presented. Carried.

Staffing Report - Full Time Equivalent Positions

Moved by Mr. Hicks: That the Staffing Report - Full Time Equivalent Positions as of 1996 12 31 be received for information. Carried.

Report on Supply Teacher Usage

Moved by Mr. Paquin: That the Report on Supply Teacher Usage as of 1996 11 30 be received for information. Carried.

Report on Substitute Cleaner/Casual Assistance Usage

Ms. Russon explained extra workload coverage show for October (9) and November (6) was for vacation coverage.

Moved by Mr. Paquin: That the Report on Substitute Cleaner/Casual Assistance Usage as of 1996 11 30 be received for information. Carried.

1995 and 1996 Temporary Assistance Expenditures Report

Moved by Ms. Orban: That the 1995 and 1996 Temporary Assistance Expenditures Report be received for information. Carried.

March meeting of the Personnel and Organization Committee

When Mr. Darby noted that the March meeting of the Committee would fall in March Break, it was

Moved by Miss Cunningham: That the March meeting of the Personnel and Organization Committee be re-scheduled to Thursday, 1997 03 18 at 18:15 hours. Carried.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Superintendent of Human Reosurces

Moved by Mr. Hicks: That the recommendations of the Superintendent of Human Resources be approved as presented. Carried.

Report on Elementary and Secondary Enrolment and Class Size

Ms. Gillie presented the report.

Moved by Dr. Johnston: That the Report of Elementary and Secondary Enrolment and Class Size be received for information.

When Mrs. Bishop observed that the report pointed to various trends and asked the Officials for some explanation or interpretation as to the causes, Ms. Gillie noted that this report is a compilation of figures related to class size across the system as of September 30,1996.

Mrs. Bishop offered that data without interpretation as to what the data shows is of little value. She suggested a second step to this report in the future in which an analysis of the data is presented, adding that such information would be valuable for planning purposes for Senior Officials and Trustees.

The motion was put to a vote and was Carried.

Mr. Paquin questioned why this report was presented under Elementary/Secondary, notiing that G. P. Vanier Secondary School was included in the report.
[Please note: This report was moved to "General" for approval at Board.]

In response to Mr. Mulholland's question as to why the agenda item - Correspondence from the Hamilton Secondary School Principals' Council re Second Semester Staffing in the Secondary Schools (referred at the 1996 12 Board]) was moved from the public agenda to the in-camera agenda, Mr. Darby responded that such would be clarified at the in-camera session.

Noting that the trustee who moved the correspondence to the Personnel and Organization Committee at the December meeting of the Board was not present at this meeting, it was

Moved by Mr. Mulholland: That the correspondence be deferred to next month when the Trustee who referred the correspondence is present. Lost.

The Committee then met in-camera.

The meeting then adjourned.

Read and confirmed,

CHAIRMAN

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URBAN MUNICIPAL

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GOVERNMENT DOCUMENTS

MINUTES OF THE SPECIAL MEETING OF THE PERSONNEL AND ORGANIZATION COMMITTEE 1997 01 29

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban and Cunningham.

Not Present: Trustee Paquin.

Also Present: Trustees Bishop, Hill, Johnstone, Mulholland, Rogers and Wall.

Officials Present:
M. Matier (Secretary Pro Tem and Assistant Superintendent of Schools)
P. Gillie (Superintendent - Administrative and Operational Services)
M. Quinn (Superintendent of Schools)
S. Thompson (Assistant Superintendent of Schools)

Mr. Darby called the meeting to order, noting regrets for not attending were received from Trustees Paquin, Desmarais, Gage, Lowe, MacDonald and Patenaude.

Moved by Mr. Mulholland:

That M. Matier be Secretary Pro Tem. **CARRIED**

GENERAL

NEW BUSINESS:
Recommendations of the Superintendent of Human Resources
Moved by Mr. Mulholland:

That the following recommendation of the Superintendent of Human Resources be approved as presented:

3. PROMOTIONS

(a) That Wendy Hutton (S), be appointed to the term position of Project Team Leader, (Care, Treatment and Correctional Programs: CTC - Section 27 Programs), effective 1997 01 30, with salary according to the salary schedule. This appointment is subject to Ministry of Education and Training funding and shall be reviewed annually.
New Position - Section 27 (Ministry Funded)

ELEMENTARY/SECONDARY

NEW BUSINESS:
Recommendations of the Superintendent of Human Resources
Moved by Dr. Johnston:

That the following recommendations of the Superintendent of Human Resources be approved as presented:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That Mark Moses (E) be re-appointed to the Probationary Staff, effective 1997 02 03, with salary according to the salary schedule. **New Appointment - Section 27**

(ii) That Chad Gibbs (S) be appointed to the Probationary Staff, effective 1997 01 30, with salary according to the salary schedule.
New Appointment - Section 27

2. PERMANENT STAFF APPOINTMENTS

(a) That the following teachers be transferred to the Permanent Staff, effective 1997 02 03, with salary according to the salary schedule:

Barbara McIlveen (S)
Kelly Pike-Baigent (S)
Graham Timms (S)

(ii) That the following teachers be recalled and appointed to the Permanent Staff, effective as shown, with salary according to the salary schedule:

Mark Simpson (E), 1997 02 17
Wendy VandenBurg (E), 1997 02 03 (.5)
Replacements

3. PROMOTIONS

(a) (i) That Elizabeth Shuttleworth (S) be appointed to the position of Acting Principal of a Secondary School, effective as 1997 03 03, with salary according to the salary schedule.
Replacement

(ii) That the following teachers be appointed to the temporary position of Principal of a Secondary School, on an interim basis, effective 1997 01 29, with salary according to the salary schedule:

Harry Traini (S), 1997 01 29
Leann Yarwood (S), 1997 01 29
Replacements

(iii) That Richard Hart (S) be appointed to the temporary position of Vice-Principal of a Secondary School, on an interim basis, effective 1997 01 29, with salary according to the salary schedule.
Replacement

(iv) That the following teachers be appointed to the positions indicated, effective 1997 01 29, with salary according to the salary schedule:

Betty Lukey (S), (Acting Head of Department - Vocational)
Tom Mlekuz (S), (Acting Head of Department - Technical)
Jeffrey Moore (S), (Acting Assistant Head of Department - Science)

Christine Nesbitt Beaver (S), (Acting Assistant Head of Department - Business)
Keitha Seneco (S), (Acting Head of Department - Family Studies)
Replacements

5. TIMETABLE CHANGES

(a) That the following timetable changes be approved, effective 1997 01 29, with salary according to the salary schedule:

Katherine Ammendolia (S), .5 to 1.0 (3/3 Sem. 1&2)
Sarah Attridge (S), .5 to 1.0 (3/3 Sem. 1&2)
Marco Barzetti (S), .5 to 1.0 (3/3 Sem. 1&2)
Tracy Belovari (S), .5 to 1.0 (3/3 Sem. 1&2)
Richard Bonafede (S), .5 to 1.0 (3/3 Sem. 1&2)
Alison Boodhoo (S), .5 to 1.0 (3/3 Sem. 1&2)
Brian Bradley (S), .5 to 1.0 (3/3 Sem. 1&2)
Virginia Brisbin (S), from .66 to .83 (2/3 Sem. 1, 3/3 Sem. 2)
Paul Brown (S), .5 to 1.0 (3/3 Sem. 1&2)
Dean Brunetti (S), .5 to 1.0 (3/3 Sem. 1&2)
Carmen Bucci (S), .5 to 1.0 (3/3 Sem. 1&2)
Gregory Clark (S), .5 to 1.0 (3/3 Sem. 1&2)
Geoffrey Coombs (S), .5 to 1.0 (3/3 Sem. 1&2)
Gregory Corey (S), .5 to 1.0 (3/3 Sem. 1&2)
Brenda Csordas (S), .5 to 1.0 (3/3 Sem. 1&2)
Sandra Cuinani (S), .5 to 1.0 (3/3 Sem. 1&2)
Judith Dalche (S), .5 to 1.0 (3/3 Sem. 1&2)
Margaret Dehal-Ramson (S), .5 to 1.0 (3/3 Sem. 1&2)
Joan DiBerardo (S), .5 to 1.0 (3/3 Sem. 1&2)
Joseph DiDonato (S), .5 to 1.0 (3/3 Sem. 1&2)
Maureen Dwyer (S), .5 to 1.0 (3/3 Sem. 1&2)
Darlene Etherington-Pounder (S), .5 to 1.0 (3/3 Sem. 1&2)
Shelley Falla (S), .5 to 1.0 (3/3 Sem. 1&2)
Leanne Fraser (S), .5 to 1.0 (3/3 Sem. 1&2)
Kelly George-Dalgleish (S), .5 to 1.0 (3/3 Sem. 1&2)
Catherine Gris (S), .5 to 1.0 (3/3 Sem. 1&2)
Tony Guther (S), .5 to 1.0 (3/3 Sem. 1&2)
Lucy Jane Hannaford, (S), .83 to 1.0 (3/3 Sem. 1 &2)
Joseph Henderson (S), .5 to 1.0 (3/3 Sem. 1&2)
Sarah Hodgson (S), .5 to 1.0 (3/3 Sem. 1&2)
Laura Hrinco (S), .5 to 1.0 (3/3 Sem. 1&2)
Tina Kehl (S), .5 to 1.0 (3/3 Sem. 1&2)
Cynthia Knowles (S), .5 to 1.0 (3/3 Sem. 1&2)
John Lewis (S), .5 to 1.0 (3/3 Sem. 1&2)
William Lipsett (S), .33 to .83 (2/3 Sem. 1, 3/3 Sem. 2)
Ralph Martens (S), .5 to 1.0 (3/3 Sem. 1&2)
Barbara McIlveen (S), .5 to 1.0 (3/3 Sem. 1&2)
P. Bruce McLeod (S), .5 to 1.0 (3/3 Sem. 1&2)
Diana Montecristo (S), .5 to 1.0 (3/3 Sem. 1&2)
Mark Oates(S), .5 to 1.0 (3/3 Sem. 1&2)

Christopher Page (S), .5 to 1.0 (3/3 Sem. 1&2)

Gregory Persichini (S), .5 to 1.0 (3/3 Sem. 1&2)
Kelly Pike-Baigent (S), .5 to 1.0 (3/3 Sem. 1&2)
Adam Potvin (S), .5 to 1.0 (3/3 Sem. 1&2)
Peter Robertson (S), .5 to 1.0 (3/3 Sem. 1&2)
Patricia Rocco (S), .5 to 1.0 (3/3 Sem. 1&2)
Cheryl Rowatt (S), .5 to 1.0 (3/3 Sem. 1&2)
Susan Scott (S), .5 to 1.0 (3/3 Sem. 1&2)
Theresa Sgambato (S), .5 to 1.0 (3/3 Sem. 1&2)
Geraldine Sloan (S), .5 to 1.0 (3/3 Sem. 1&2)
Steven Sloan (S), .5 to 1.0 (3/3 Sem. 1&2)
Edmund Stavnitzky (S), .5 to 1.0 (3/3 Sem. 1&2)
Frank Strohschein (S), .5 to 1.0 (3/3 Sem. 1&2)
Paul Szczyry (S), .5 to 1.0 (3/3 Sem. 1&2)
Graham Timms (S), .5 to 1.0 (3/3 Sem. 1&2)
Carol Town (S), .33 to .5 (2/3 Sem. 1, 1/3 Sem. 2)
Lydia Vamos (S), .5 to 1.0 (3/3 Sem. 1&2)
Sara Waite (S), .5 to 1.0 (3/3 Sem. 1&2)
David Walters (S), .5 to 1.0 (3/3 Sem. 1&2)
Leanne Ward (S), .5 to 1.0 (3/3 Sem. 1&2)
Gail Williams (S), .83 to 1.0 (3/3 Sem. 1&2)
Gregory Woodcroft (S), .5 to 1.0 (3/3 Sem. 1&2)
Quahida Zaimi (S), .16 to .66 (1/3 Sem.1, 3/3 Sem. 2)
Derek Zuccolo (S), .5 to 1.0 (3/3 Sem. 1&2)

Replacements

Teachers in Complement	- 50.33 F.T.E.
Section 27 - Outside Complement	- 9.00 F.T.E.
Dev. Delayed - Outside Complement	- 2.00 F.T.E.
Total	- 61.33 F.T.E.

7. LEAVING EMPLOYMENT

(a) That the date 1997 01 29 for Cathy O'Connor (S) to leave the employ of the Board be approved.

8. LEAVES

Leave of Absence

(a) That the request of Doris Williamson (S) for a Leave of Absence effective 1997 01 01 to 1997 01 28 (1.0) and 1997 01 29 to 1997 08 31 (.33), be granted.

Return from Leave of Absence

Joni-Lee Clark (S), 1997 01 29
Melinda Lula (S), .83 (3/3 Sem. 1, 2/3 Sem. 2), 1997 01 29
Doris Williamson (S), .66 (2/3 Semester 2 - 1/3 Leave) 1997 01 29

Reduced Workload Leaves

(a) That the request of the following teachers for Reduced Workload Leaves of Absence, effective 1997 01 27 to 1997 08 31, be granted:

Carl Durst (S), 1.0 to .83 (3/3 Sem. 1, 2/3 Sem. 2)
Melinda Lula (S), 1.0 to .83 (3/3 Sem. 1, 2/3 Sem. 2)
June Peace (S), 1.0 to .83 (3/3 Sem. 1, 2/3 Sem. 2)
Stephen Lees (S), 1.0 to .83 (3/3 Sem. 1, 2/3 Sem. 2)
John Liddell (S), 1.0 to .83 (3/3 Sem. 1, 2/3 Sem. 2)
5 F.T.E.
CARRIED

Report re Secondary School Principal Candidates Eligible for Promotion
Moved by Mr. Korz:

That the Report re Secondary School Principal Candidates Eligible for Promotion be received for information and the following recommendation approved:

(a) That the Secondary School Principal List be approved and that this list become the Approved for Promotion List.

Leland Currie
Elizabeth Shuttleworth
Harry Traini
Leann Yarwood

CARRIED

The meeting then adjourned.

Read and confirmed,

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CHAIRMAN

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1997

ES OF THE SPECIAL MEETING OF THE NNEL AND ORGANIZATION COMMITTEE
1997 02 06

URBAN MUNICIPAL
MAR 7 19
GOVERNMENT DOCUMENTS

Present: Trustees Darby (Chairman), Johnston, Orban and Cunningham.

Not Present: Trustees Hicks, Korz and Paquin.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, Lowe, MacDonald, Rogers, Stewart and Wall.

Officials Present: P. Gillie (Superintendent - Administrative and Operational Services and Secretary Pro Tem)
S. Thompson (Assistant Superintendent of Schools)

The Committee met in-camera prior to the public session. No action was taken.

Mr. Darby called the public meeting to order and noted regrets for not attending were received from Trustees Korz and Paquin and Mr. Matier, Director of Education and Secretary.

GENERAL

Temporary Staffing - Human Resources

Moved by Mrs. Hill: That Deborah Russon temporarily assume the responsibilities of the Superintendent of Human Resources until one of the following occurs:

(a) Mr. Binns returns as Superintendent of Human Resources, or
(b) restructuring of Senior Management takes place, or
(c) amalgamation takes place.

Carried.

The meeting then adjourned.

READ AND CONFIRMED.

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Chairman

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FEBRUARY 1997

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL

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ELEMENTARY/SECONDARY

NEW BUSINESS:

1. Recommendations of the Superintendent of Human Resources 2

MINUTES OF THE PERSONNEL AND ORGANIZATION COMMITTEE
1997 02 13

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), F. Cooke (Assistant Superintendent of Program), S. Thompson (Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

Mr. Darby called the meeting to order, noting regrets for not attending were received from Trustee Patenaude.

GENERAL

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Moved by Mr. Korz: That the recommendations of the Superintendent of Human Resources be approved. **CARRIED**

Staffing Report - Full Time Equivalent Positions

Mr. Binns reviewed the Report, noting the pertinent changes.

Moved by Dr. Johnston: That the Staffing Report - Full Time Equivalent Positions as of 1997 01 31 be received for information. **CARRIED**

Report on Supply Teacher Usage

Mr. Binns presented the Report.

Moved by Mr. Paquin: That the Report on Supply Teacher Usage as of 1996 12 31 be received for information. **CARRIED**

Rebuilding of Senior Management

Mr. Matier presented the Report. He then called on Mr. Binns who reviewed Page 6C [Senior Management Rebuilding, "Financial Considerations"].

Moved by Mr. Mulholland: That a posting process begin immediately to fill, on an interim basis, the positions of Superintendent of Schools and Assistant Superintendent of Schools.

Mr. Matier clarified for the members that based on the intent of the Fewer School Boards Act (Bill 104), it would be advisable to maintain the status quo at this time to allow the Board to carry on its business as planned.

Miss Cunningham expressed her concerns with the financial implications and repercussions to staff in posting these positions. She suggested it might be better to effect lateral transfers of Supervisory Officer positions, e.g. the transfer the Superintendent of Human Resources to the position of Superintendent of Schools and assign a staff member to oversee Human Resources. Miss Cunningham noted further that under Section 341 (4) of the Fewer School Boards Act, school boards are permitted to adopt "new" strategies during emergency cases -- she felt the Board, at this time, is in such a situation.

Mr. Matier stated that the Board cannot create a new position to replace the Superintendent of Human Resources at this time.

Members supportive of the motion felt the officials should be given the opportunity to effect a course of action that would benefit the whole system, particularly the staff who continue to function with heavy workloads.

Members opposed to the motion were concerned with its impact in the classrooms and wondered if twinning the schools would help.

When Mr. Matier affirmed that the federations will be consulted for agreement that staff appointed to these positions will be permitted to return to their previous positions, Mr. Hicks felt such a condition should be included in the motion to cover this.

At this point, Dr. Johnston called the question and it was **Lost**.

In response to a request, Mr. Matier clarified the Board's procedures for selecting supervisory officers and interim appointments.

Moved in amendment by Mr. Hicks: That Stew Thompson be appointed to the position of Acting Superintendent of Schools and that a posting process begin immediately for two Assistant Superintendent of Schools, on an interim basis.

Mr. Darby ruled the amendment out of order.

Noting the Board has specific procedures for interim appointments, Mr. Hicks challenged the Chair's ruling. The challenge was **Lost**.

Ms. Orban called the question and it was **Carried**.

The motion was put to a vote and was **CARRIED**.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Moved by Mr. Korz: That the recommendations of the Superintendent of Human Resources be approved. **CARRIED**

Prior to the conclusion of the meeting, it was

Moved by Mr. Mulholland: That item 4, Rebuilding of Senior Management, be considered for Board approval at a Special Meeting of the Board following this meeting. **CARRIED**

The meeting then adjourned.

Read and confirmed,

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CHAIRMAN

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MARCH 1997

PERSONNEL AND ORGANIZATION COMMITTEE

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MINUTES OF THE PERSONNEL AND ORGANIZATION COMMITTEE
1997 03 18

Present: Trustees Darby (Chairman), Hicks, Orban and Paquin.

Not Present: Trustees Johnston, Korz and Cunningham.

Also Present: Trustees Bishop, Gage, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services) and L. Veerman (Acting Senior Financial Officer and Treasurer).

Mr. Darby called the meeting to order, noting regrets for not attending were received from Trustees Cunningham, Desmarais, Hill, Johnston, Johnstone, Korz, Lowe and Patenaude. He then called for confirmation of the minutes.

Moved by Mr. Paquin:

That the minutes of the special meeting of 1997 01 29 be approved. **CARRIED**

GENERAL

BUSINESS ARISING FROM THE MINUTES:
Report re Job Evaluation

Ms. Russon, Employee Relations Manager, presented the Report and then responded to the members' questions.

Moved by Mr. Mulholland:

That the Report re Job Evaluation be received for information. **CARRIED**

NEW BUSINESS:
Recommendations of the Superintendent of Human Resources

Moved by Mr. Hicks:

That the recommendations of the Superintendent of Human Resources be approved.

Ms. Russon explained the process relating to the restructuring of the caretaking and cleaning staff, noting that the work transfers/assignments were based on seniority.

Commending the efforts of staff in facilitating this restructuring, Mr. Mulholland signified his intention to make a motion.

The motion on the floor was put to a vote and was **CARRIED**.

Moved by Mr. Mulholland:

That the cleaning of Sir Allan MacNab, Highview and Fairview Schools become the responsibility of members of C.U.P.E. Local 1344 and that the hours scheduled be according to the new workload formula.

Mr. Mulholland challenged the Chair for ruling his motion out of order. The challenge was **Carried**.

Mr. Binns clarified for Mr. Stewart that some schools find it more economical and beneficial to have on-site staff as well as contract cleaners, noting this practice has not been considered under the workload study. He indicated further that a costing evaluation could be presented to the members in a month's time.

In response to Mr. Stewart, Mr. Darby said it may not be possible to provide the information at a special meeting of this Committee prior to the full Board meeting on Thursday, 1997 03 20.

Moved in amendment by Mr. Stewart:

That the motion be referred to the officials and a report be brought back to the April meeting of the Personnel and Organization Committee. **CARRIED**

Staffing Report - Full Time Equivalent Positions

Mr. Binns presented the Report, noting the pertinent changes.

Moved by Mr. Paquin:

That the Staffing Reports - Full Time Equivalent Positions [as of 1996 12 31/revised report as of 1996 12 31] be received for information. **CARRIED**

Report on Supply Teacher Usage

Mr. Binns reviewed the Report.

Moved by Mr. Hicks:

That the Reports on Supply Teacher Usage [as of 1997 01 31/revised report as of 1996 12 31] be received for information. **CARRIED**

Temporary Assistance Reports
.Substitute Cleaner/Casual Assistance Usage

Mr. Binns presented the Report.

Moved by Ms. Orban:

That the Reports on Substitute Cleaner/Casual Assistance Usage as of 1997 01 31 and 1996 12 31 be received for information. **CARRIED**

Temporary Assistance Expenditures

Mr. Binns reviewed the Report.

To assist the members in analyzing the information provided in the Report, Mrs. Bishop suggested that it may be helpful for future reporting to reflect figures which are consistent with the Budget.

Moved by Mr. Paquin:

That the 1995-1996 and 1996-1997 Temporary Assistance Expenditures Reports be received for information. **CARRIED**

Request for a Report on Nature and Number of Personal Leaves and Illnesses - Trustee Orban

Mr. Binns clarified for Ms. Orban that reporting on the nature of personal and sick leaves will impact on the Protection of Privacy Act. Noting that the preceding reports on Supply Teacher Usage and Substitute Cleaner/Casual Assistance Usage already provide information on the issue. Mr. Binns said the officials could provide the members with the strategies undertaken by the supervisors to address the concerns.

Moved by Mrs. Wall:

That the Request for a Report on the Nature and Number of Personal leaves and Illnesses be tabled. **CARRIED**

Responding to Ms. MacDonald, Mr. Binns briefly provided background information regarding the dissolved Wellness Committee; he agreed the strategies proposed by this committee could provide significant solutions to the problem.

Moved by Ms. MacDonald:

That the former Wellness Committee be reconstituted.

Mr. Gage expressed his concern with staff time/efforts involved in this area.

Mr. Darby recalled this committee did not received the Board's approval due to costing concerns.

Mr. Hicks called the question and it was **Carried**.

The motion was put to a vote and was **CARRIED**. Trustees Mulholland and Gage requested the minutes show their abstentions from the voting.

Mr. Binns agreed to provide the members with the mandate of the former Wellness Committee.

When the Committee lost its quorum at this point in the meeting, the members agreed to consider the Elementary/Secondary Agenda item at a special meeting of this Committee on Thursday, 1997 03 20 prior to the regular Board meeting. The in-camera session scheduled to follow the public meeting was also re-scheduled to that date.

The meeting then adjourned.

Read and confirmed,

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CHAIRMAN

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1997

; OF THE SPECIAL MEETING OF THE EL AND ORGANIZATION COMMITTEE
1997 03 20

URBAN MUNICIPAL
APR 3 1997
GOVERNMENT DOCUMENTS

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban and Paquin.
Not Present: Trustee Cunningham.
Also Present: Trustees Bishop, Gage, Hill, Johnstone, MacDonald, Mulholland, Patenaude, Rogers, Stewart and Wall.
Officials Present: M. Matier (Interim Director of Education and Secretary)
R. Binns (Superintendent of Human Resources)
P. Gillie (Superintendent - Administrative and Operational Services)
M. Quinn (Superintendent of Schools)
F. Cooke (Interim Superintendent of Schools)
L. Veerman (Acting Senior Financial Officer)

Mr. Darby called the public meeting to order and noted regrets for not attending were received from Trustees Cunningham, Desmarais and Lowe.

The Chairman noted that the agenda item under General - Report from the Officials regarding the following motion: "That the cleaning of Sir Allan MacNab, Highview and Fairview Schools become the responsibility of members of C.U.P.E. Local 1344 and that the hours scheduled be according to the new workload formula" would be deferred to the April meeting of the Committee.

ELEMENTARY/SECONDARY

Recommendations of the Superintendent of Human Resources

Moved by Canon Rogers: That the following Recommendations of the Superintendent of Human Resources be approved.

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That the following teachers be re-appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Mark Hadala (E), 1997 04 12
Anita Mohar (E), 1997 02 10 (.7)
Tanya Sanders (E), 1997 03 21
Replacements

(ii) That the following teachers be appointed to the Probationary Staff, effective as shown, with salary according to the salary schedule:

Kelly Breen-Buckley (E), 1997 02 28 (.7)
Rosa Celeste (E), 1997 04 01
Kristan Jones (E), 1997 03 17
Norman Ronalds-Potts (E), 1996 09 01
Replacements

(b) (i) That the following staff be appointed to the Probationary Educational and Lunchroom Assistant Staff in the position of Educational Assistant, effective as shown, with salary according to the salary schedule:

Rukhsana Khan (.5), 1997 03 17
Nancy McIntee (.5), 1997 01 27
Contract Compliance

(ii) That Heather Bell be appointed to the Probationary Secondary School Clerical & Secretarial Staff in the position of Attendance Secretary, effective 1997 02 03, with salary according to the salary schedule.
Replacements

2. PERMANENT STAFF APPOINTMENTS

(a) (i) That the following teachers be transferred to the Permanent Staff, effective as shown, with salary according to the salary schedule:

Dina Cadete (E), 1997 05 01
Sonya Gusenbauer (E), 1996 09 01

(ii) That the following teachers be recalled and appointed to the Permanent Staff, effective as shown, with salary according to the salary schedule:

Stewart Cameron (S), 1996 09 01
Lorraine Oliver (S), 1997 03 17 (.5)
Replacements

3. PROMOTIONS

(a) That T. Charles Buttle (E). be appointed to the position of Acting Vice-Principal of an Elementary School, effective 1997 03 21, with salary according to the salary schedule.
Replacement

4. INTERNAL APPOINTMENTS - Nil

5. TIMETABLE CHANGES - Nil

6. RETIREMENTS

(a) (i) That the resignations of the following Elementary School Principals, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Kenneth Drake, 1997 06 30
Gary Goodale, 1997 06 30
Richard Simpson, 1997 09 30

(ii) That the resignations of the following teachers, for the purpose of retirement, effective as shown, be accepted with regret and the Board's gratuity be paid:

Mary Ashby (E), 1997 06 30
Margaret Butler (E), 1997 06 30
James Dyment (S), 1997 08 31
Ralf Gmell (S), 1997 06 30
Victor Hannah (S), 1997 06 30
John D. Howlett (S), 1997 06 30
Kenneth Jackett (S), 1997 06 30
John Keeler (S), 1997 06 30
Wilda Nettleton (E), 1997 06 30
Kathryn Parent (E), 1997 06 30
Gerald Price (E), 1997 06 30
Phillip Scordino (S), 1997 06 30
Shelagh Simpson (E), 1997 08 31
Beverley A. Vollick (E), 1997 06 30
Susan Woodland (S), 1997 06 30
Zenis Zyma (S), 1997 06 30

7. *LEAVING EMPLOYMENT* - Nil

8. *LEAVES*

Secondments

(a) That the request of the Ontario Public School Teachers' Federation for the secondment of W. Bradford Kuhn (E), to serve as Executive Assistant, effective 1997 03 21 to 1998 06 30, be approved.

Leave of Absence

(a) That the requests of the following teachers for a Leave of Absence, effective as shown, be granted:

Thomas Feeney (S), 1996 11 29
Sandra Holmes (S), 1997 04 11 to 1997 10 17
Jacqueline Johnson (E), 1997 03 17 to 1997 11 14
Beverley Mulkewich (E), 1997 05 30
Lisa Read (E), 1997 04 14 to 1997 12 12
Suzanne Weatherdon (E), 1997 04 01 to 1997 11 28

Leave of Absence - Date Change

(a) That the dates of the Leaves of Absence granted to the following teachers at a previous meeting, be changed to:
Kathryn Archer (E), 1997 04 07 to 1997 12 05
Karen Bernyak-Bouwman (E), 1997 01 24 to 1997 08 31
Andrea Bradshaw (E), 1997 03 17 to 1997 08 31
Eleanor Gallaugher (S), 1997 02 10 to 1997 05 09
Virginia Hewick (E), 1997 02 28 to 1997 10 30
Jeannine MacIsaac (S), 1996 11 06 to 1997 05 16
Katherine Preston (E), 1997 02 17 to 1997 06 13

(b) That the dates of the Leave of Absence granted to Lynn Hicks (Speech/Language Pathologist, Professional Student Services Personnel) at a previous meeting, be changed to 1997 02 19 to 1997 06 30.

Leave Extension

(a) That the requests of the following teachers for an extension of their Leaves of Absence, effective as shown, be granted:

Lisa Bingleman (E), 1997 03 17 to 1997 08 31
Kawong Chung-Shipman (E), 1997 03 10 to 1997 08 31

(b) That the requests of the following staff, for an extension of their Leaves of Absence, effective as shown, be granted:

Marilyn Burge (Educational Assistant, Educational and Lunchroom Assistant Staff), 1996 12 21
Joanne Castle (Educational Assistant, Educational and Lunchroom Assistant Staff), 1996 12 21
Joan W. Dabor (Educational Assistant, Educational and Lunchroom Assistant Staff), 1996 12 21 to 1997 06 30
Judith Dalmer (Educational Assistant, Educational and Lunchroom Assistant Staff), 1997 01 06 to 1997 06 30 (.5)
Marian Kostur (Educational Assistant, Educational and Lunchroom Assistant Staff), 1996 12 21
Leslie Walberg-Hegan (Social Worker, Professional Student Services Personnel), 1997 03 10 to 1997 04 30

Reduced Workload Leaves

(a) That the request of Karen McPhee (E), for a .5 Reduced Workload Leave of Absence, effective 1997 04 07 to 1997 08 31, be granted.

Return from Leave of Absence

(a) That the following teachers be returned from a Leave of Absence, effective as shown:

Karen Bernyak-Bouwman (E), 1997 09 01
Eleanor Gallaugher (S), 1997 05 12
Karen McPhee (E), 1997 04 07 (.4)
Wendy Reeson (E), 1997 02 12

(b) That Janie Jarnevich (Secretary, Secondary School Clerical & Secretarial Staff) be returned from her Leave of Absence, effective 1997 01 27.

9. OTHERS

(a) That Catherine Youngblud, Elementary School Vice-Principal, be re-appointed to the position of Acting Elementary School Principal, effective 1997 03 21, with salary according to the salary schedule.
Replacement

The motion was put to a vote and was Carried.

The Committee then recessed to permit the March meeting of the Board following which the Committee met in-camera.

Action taken at the in-camera session is not recorded in these public meetings as per Section 207 of the Education Act.

The meeting then adjourned.

READ AND CONFIRMED.

.....

Chairman

rm

URBAN/MUNICIPAL
CA4 ON HBL W26
M36
1997

APRIL, 1997

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL
MAY 12 1997
GOVERNMENT DOCUMENTS

THE BOARD OF EDUCATION
FOR THE CITY OF HAMILTON

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MINUTES OF THE PERSONNEL AND ORGANIZATION COMMITTEE
1997 04 10

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Gage, Hill, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

Mr. Darby called the meeting to order, noting regrets for not attending were received from Trustees Desmarais and Patenaude.

GENERAL

NEW BUSINESS:

Report from the Officials regarding the cleaning of Sir Allan MacNab, Highview and Fairview Schools

Mrs. Lowe declared a conflict of interest and stated she would neither debate nor vote on the report.

Mr. Binns reviewed the report and then Mr. Mulholland presentation his report 'Why Such A Difference In Cost' which was placed on the members' desks prior to the meeting.

Moved by Mr. Mulholland: That the Report from the Officials regarding the following motion be received for information and the following recommendations be approved:

(a) That this report be received for information in conjunction with Trustee Mulholland's motion.

(b) "That the cleaning of Sir Allan MacNab and Highview Schools become the responsibility of members of C.U.P.E. Local 1344 and that the hours scheduled be according to the new workload formula."

Mr. Mulholland noted that he had removed Fairview School from the original motion.

- Mr. Binns, in speaking to the differences between the Officials' report and Mr. Mulholland's, noted that the Board would be able to follow the directions of this motion and remain within the budget amounts approved at an earlier budget meeting.

- During debate, the following issues were put forth:
- Approval of the motion would lead to further savings for the Board and allow the Board to work within the budget amounts
- The new workload formula was a factor in this recommendation.
- The use of C.U.P.E 1344 relates to our 'community of schools' approach.
- Mr. Binns stated that it appears there is approximately $2,000.00 difference between the Officials and Mr. Mulholland's costings.

- there are difficulties in determining hourly rate comparisons between the two reports (contracting out vs. in-house); the cleaning company is under no obligation to provide salary/benefit information to this Board; incorprating replacement costs for C.U.P.E 1344 members.

Feeling that the information provided by Officials and the information provided by Mr. Mulholland to the members this evening required further comparisons, it was moved by Mr. Hicks: That the motion be referred back to the Officials to try to develop a common formula. Lost.

At Mr. Mulholland's request, the motion was put to a recorded vote and was **CARRIED**. Those in favour: Trustees Bishop, Hill, Johnston, Korz, MacDonald, Mulholland, Orban, Paquin, Rogers, Stewart and Wall; those opposed: Trustees Cunningham and Darby; Abstentions: Trustee Hicks; Conflict of Interest: Trustee Lowe.

Recommendations of the Superintendent of Human Resources

Moved by Mr. Hicks: That the recommendations of the Superintendent of Human Resources by approved. **CARRIED**.

Staffing Report - Full Time Equivalent Positions

Moved by Canon Rogers: That the Staffing Report - Full Time Equivalent Positions as of 1997 04 02 be received for information. **CARRIED.**

Report on Supply Teacher Usage

Mrs. Bishop asked that the item of 'central dispatch' be placed as an agenda item at a future meeting.

Moved by Mr. Paquin: That the Report on Supply Teacher Usage as of 1997 02 28 be received for information. **CARRIED.**

Senior Management - Vacant Position of Assistant Superintendent of Program

Mr. Matier presented the report.

- In responding to questions, Mr. Matier indicated that:
- the present Supervisory Officers will be asked to pick up more responsibilities as proposed legislative changes take place.
- in deferring to Dr. Cooke for clarification, it was stated a Supervisory Officer is required to deal with many of the duties of this position such as evaluation of staff in the Program Department who hold teaching certificates.

Members in favour of the recommendation noted that:

- the trustees has agreed previously to a 'status quo' senior management structure
- not proceeding with the recommendation could result in the Board not being able carry out is responsibilities as it heads into the creation of the new school board
- to not replace the Assistant Superintendent would leave the Program Department short-changed.

Members opposed offered:

- the timeline for adequately filling the position is questionable
- Bill 104 is not legislated as yet; therefore, future directions are still speculative

Preferring to wait until Bill 104 is legislated, it was moved by Mr. Stewart: That the issue of Senior Management - Vacant Position of Assistant Superintendent of Program be deferred to the May meeting of the Personnel and Organization Committee.

At Dr. Johnston's request, the motion was put to a recorded vote and was Lost. Those in favour: Trustees Bishop, Hill, Korz, Lowe, Orban and Stewart; those opposed: Trustees Cunningham, Darby, Hicks, Johnston, MacDonald, Mulholland, Paquin, Rogers and Wall.

Moved by Mrs. Hill: That no further action be taken on the Vacant Position of Assistant Superintendent of Program.

The motion was put to a recorded vote and was Lost. Those in favour: Trustees Bishop, Hill, Korz, Lowe, Orban and Stewart; those opposed: Trustees Cunningham, Darby, Hicks, Johnston, MacDonald, Mulholland, Paquin, Rogers and Wall.

Moved by Mr. Hicks: That the Report re Senior Management - Vacant Position of Assistant Superintendent of Program be received for information and the following recommendation be approved:

(a) That a posting process begin immediately to fill, on an interim basis, the position of Assistant Superintendent of Program

Noting there was a question she wished to ask, it was moved in amendment by Mrs. Bishop: That the Committee meet in-camera.

When the Chairman called the question on the motion, Mr. Stewart challenged the Chair accepting the motion as he felt there were no grounds to go in-camera. The challenge was LOST.

The amendment was put to a vote and was LOST.

The motion was put to a recorded vote and was **CARRIED**. Those in favour: Trustees Cunningham, Darby, Hicks, Johnston, MacDonald, Mulholland, Paquin, Rogers and Wall; those opposed: Trustees Bishop, Hill, Korz, Lowe, Orban and Stewart.

Re-Deployment of .5 F.T.E. within Human Resources Services

Mr. Binns presented the report.

Moved by Canon Rogers: That the report re Re-Deployment of .5 F.T.E. within Human Resources Services be received for information and that the following recommendation be approved:

(a) That the F.T.E. for the Equity Co-Ordinator be redistributed in the following manner:

(i) That the Human Resources Officer (.8 f.t.e.) be increased to 1.0 effective 1997 05 01.

(ii) That the Employee Relations Analyst (.6 f.t.e.) be increased to 1.0 effective 1997 05 01.

In responding to questions, Mr. Binns indicated that:

- The responsibilities of the Employment Equity position have been assigned to other staff in Human Resources and assured the members that the duties are not being left undone.
- H.R.S. in-services principals; principals are then responsible for in-servicing their staff in this area to ensure that Board policy is followed.
- this is the best deployment available at this time.
- H.R.S. is moving to 'generalist' from 'specialist' assignments due to downsizing.
- both positions in the recommendation were evaluated for Pay Equity purposes in 1994 and new evaluations will not be done as a result of the recommendation

During debate, the following concerns were noted:

- the change of duties could lead to a change in salary grade through job re-evaluation.
- the area of Employment Equity was not being adequately addressed.
- trustees need to be informed when redeployment of staff occurs

Moved in amendment by Dr. Johnston: That the Human Resources Officer be increased to .9 and the Employee Relations Analyst be increased to 1.0 and the Employment Equity responsibilities be assigned to the latter position.

When it was clarified that the Employee Relations Analyst is a clerical position, Dr. Johnston asked to withdraw the amendment and the members agreed.

Ms. MacDonald called the question and it was CARRIED.

The motion was put to a vote and was **CARRIED.**

ELEMENTARY/SECONDARY

NEW BUSINESS

Recommendations of the Superintendent of Human Resources

Canon Rogers declared a conflict of interest and stated he would neither debate nor vote on the report.

In responding to a question, Mr. Binns clarified for trustees:

- That the positions listed under 'Promotions' were replacements.
- That the twinning process is complete, effective September 1, 1997.

Moved by Mr. Hicks: That the Recommendations of the Superintendent of Human Resources be approved. **CARRIED**

Report re Educational Assistant Allocation

Sylvia Scarrow, Human Resources Officer, presented the report.

In responding to a question, Mr. Darby informed the members that approval of this motion would stay within the budget figure.

Moved by Mrs. Bishop: That the Report re Educational Assistant Allocation be received for information and that the following recommendation be approved:

(a) The Board approve an additional 10 education assistant positions.

During debate, the following issues were noted:

- There are more students with special needs entering our system than are leaving.
- E.A.'s are very rarely assigned 1/1.
- During the current school year, there have been 175 moves among the 250 E.A.'s due to special needs student movement.
- The staffing formula is not generating E.A. positions; rather, it distributes E.A.'s equitably among the schools.
- According to legislation, the principal must enrol the student and then request the E.A.
- There are 64 self-contained classes in our system.
- Schools work with parents and decisions are made in the best interests of the child.
- Children have the right to access programs that we offer and parents must agree with the placement.
- The source of the problem is provincial funding.

Mr. Gage called the question and it was CARRIED.

The motion was put to a vote and was **CARRIED.**

The meeting then adjourned.

Read and confirmed

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CHAIRMAN

dm

URBAN/MUNICIPAL
CA4 ON HBL W26
M36
1997

MINUTES OF THE SPECIAL MEETING OF THE PERSONNEL AND ORGANIZATION COMMITTEE
1997 05 28

Present: Trustees Darby (Chairman), Hicks, Johnston, Orban and Cunningham.

Not Present: Trustees Korz and Paquin.

Also Present: Trustees Desmarais, Johnstone, Mulholland, Patenaude, Rogers and Stewart.

Officials Present: M. Matier (Interim Director of Education and Secretary) and R. Binns (Superintendent of Human Resources).

Mr. Darby called the meeting to order, noting regrets for not attending were received from Trustees Bishop, Korz and Wall.

ELEMENTARY/SECONDARY

NEW BUSINESS:
Recommendations of the Superintendent of Human Resources
Moved by Dr. Johnston:

That the following recommendations of the Superintendent of Human Resources be approved:

1. PROBATIONARY STAFF APPOINTMENTS

(a) (i) That Cheryl Mitchell (E) be appointed to the Probationary Staff, effective 1997 05 23, with salary according to schedule:
Replacement

(ii) That Henry Wrona (S) be appointed as a Term Probationary Teacher, effective as 1997 06 02 to 1997 12 31, with salary according to the salary schedule.
Replacement

6. RETIREMENTS

(a) That the resignations of the following teachers, for the purpose of retirement, effective 1997 06 30, be accepted with regret and the Board's gratuity be paid:

Tom Fiddes (E)
Jeannette G. Hrycenko (E)
Vivien Masotti (S)
Ingrid Mastrangeli (E)
Georgina Peters (E)
Eric Wilson (E)

(ii) That the resignation of Simonetta Ianiri (E), for the purpose of retirement, effective 1997 06 30, be accepted with regret.

7. LEAVING EMPLOYMENT

(a) That the date 1997 08 31, for the following teachers to leave the employ of the Board, be approved:

Maureen Eitel (E)
Elizabeth McQueen (E)
Cheryl Mitchell (E)
3 Elementary Terminations

CARRIED

Following a Special Meeting of the Board, an in-camera session of the Personnel and Organization Committee was convened.

Action taken by the Committee is not included in this public record as per Section 207 of the Education Act.

The meeting then adjourned.

Read and confirmed,

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CHAIRMAN

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URBAN/MUNICIPAL
CA4 ON HBL W26
M36
1997

URBAN MUNICIPAL

REVISED

MINUTES OF

SPECIAL MEETING OF THE PERSONNEL AND ORGANIZATION COMMITTEE

1997 06 24

SEP 23 1997

GOVERNMENT DOCUMENTS

Present: Trustees Darby (Chairman), Hicks, Johnston, Orban, Paquin and Cunningham.

Not Present: Trustee Korz.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), F. Cooke (Interim Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

Mr. Darby called the meeting to order, noting regrets for not attending were received from Trustees Johnstone and Patenaude.

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Report re Enrolment Summary - Secondary

Mrs. H. Sims, Teacher Staffing Co-ordinator, reviewed the Report and responded to the members' questions.

Mrs. Hill expressed her concerns with the current enrolment projections and its implications to teacher staffing. **In April when the budget was approved, 11,910 was the student projection for secondary schools. The projection now is 300 more students which will increase the teacher complement.**

Mr. Binns advised the members that the enrolment **for October** has been projected conservatively to address the problem of over projection in the past. He explained that if the projection turns out to be on the higher side, the Ministry of Education and Training will recalculate and pay the Board the difference in funding; if the calculation comes lower, the Board may have difficulty getting the money back. Mr. Binns clarified that the staffing for **October** 1997 was based on the Principal projections.

Responding to Mrs. Hill, Mrs. Sims clarified that for Semester 1 -- if the Board is understaffed, then based on the Collective Agreement, we would add staff but will do this cautiously. If we are overstaffed, we would have to live with this situation. Mrs. Sims indicated further that adjustments in staffing could be done in Semester 2 to balance the total year staffing.

Stating she still had reservations with the Principal projections, Mrs. Hill inquired about the merits of staffing twice for the year in addressing enrolment/staffing problems.

At this point, the Chairman of the Board requested a recess for a Special In-camera Meeting of the Board.

The members agreed.

When the public meeting of this Committee resumed, Mrs. Sims clarified for Mrs. Hill that if the Board does not meet the Principal projections, then overstaffing results. At this time, there is no process in the Collective Agreement to change this.

Miss Cunningham felt it may be beneficial to staff based on enrolment statistics from the Research Department. She expressed her preference to staff on the "low side", adding the Board can always add staff if required.

In reply to Mr. Desmarais' request, Ms. Gillie provided the mandate of the Research Department, noting the department deals with enrolment information as it relates to the report from the Ministry of Education and Training. The Research Department also provides statistical analysis not relating to programs and conducts research on surveys.

Ms. D. Russon, Employee Relations Manager, advised Mr. Darby that in the current Collective Agreement, there is a provision of a one-time staff adjustment of five teachers; beyond this, negotiation becomes necessary.

The members suggested the following issues be reviewed for future consideration:

⇨ staffing twice a year
⇨ the inclusion of adult students in the enrolment statistics

Moved by Ms. Orban:

That the Report re Enrolment Summary - Secondary be received for information. **CARRIED**

The meeting then adjourned.

Read and confirmed,

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CHAIRMAN

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URBAN/MUNICIPAL
CA4 ON HBL W26
M36
1997

S OF THE SPECIAL MEETING OF THE NEL AND ORGANIZATION COMMITTEE
1997 08 26

URBAN MUNICIPAL
SEP 23 1997
GOVERNMENT DOCUMENTS

Present: Trustees Darby (Chairman), Hicks, Korz, Orban, Paquin and Cunningham.

Not Present: Trustee Johnston.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), M, Quinn (Superintendent of Schools), R. Lavoie (Superintendent of Schools - French as a First Language), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

Mr. Darby called the meeting to order, noting regrets for not attending were received from Trustees Johnston and Patenaude.

GENERAL

BUSINESS ARISING FROM THE MINUTES:
Report re Appointment of Interim Financial Officer and Treasurer
It was agreed:

That the Report re Appointment of Interim Financial Officer and Treasurer be deferred to the September meeting of the Personnel and Organization Committee.

NEW BUSINESS:
Recommendations of the Superintendent of Human Resources
Moved by Mr. Korz:

That the recommendations of the Superintendent of Human Resources be approved:
CARRIED

ELEMENTARY/SECONDARY

NEW BUSINESS:
Recommendations of the Superintendent of Human Resources
Noting the secondary teacher staffing recommendations before the members, Mrs. Hill surfaced the concerns that she had expressed at a previous meeting regarding the reported overstaffing related to 300 excess students. It was her understanding that the Board, through the Salary Committee, had given explicit direction at negotiations relative to staffing based on the October 31st enrolment.

Miss Cunningham shared Mrs. Hill's views, noting that staff required for 300 extra students equates to millions of dollars. Observing the situation has been recurring over the years, Miss Cunningham felt it is time for the Board to "put a handle" on this in fairness to the system and staff.

Trustees Hill and Cunningham were concerned that the Board has been staffing to the highest figure. They felt staffing projections should be based on the statistics from the analysis done by the Research Department.

Noting the dropout trend two weeks after the beginning of the school year, Mrs. Hill expressed her preference for the Board to wait until the secondary school enrolment figures are confirmed before considering additional staff.

The following clarifications were provided:

⇨Mrs. Sims, Teacher Staffing Co-ordinator, stated the Board has traditionally staffed in greater numbers in Semester 1 and makes adjustments in Semester 2 to balance the total year staffing and avoid overstaffing. Currently, there are 12 full time equivalent (fte) teaching positions that have not been filled.

⇨Mr. Binns affirmed that staffing is done according to the Collective Agreement.

⇨In response to concerns about having two staffing projections, Mr. Matier explained that the Research Department conducted a five-year analysis to show staffing trends and assist the Staffing Co-ordinator and the principals in their projections. Within the context of the budgeted amount for staffing, the research analysis differed from the principals' projections by about 300 students. [The staffing information before the members tonight were based on input from the school principals.]

⇨Mrs. Sims provided the following preliminary figures for the secondary school enrolment: 10,970 for composite secondary schools and 631 for vocational schools. These figures are, as of 1997 08 22, about 600 students below the target enrolment figure.

⇨Ms. D. Russon, Employee Relations Manager, recalled that the Collective Agreement with the Ontario Secondary School Teachers' Federation (OSSTF) called for a reduction over the period of the agreement as follows: 9 teachers for Semester 2 (1996-97 school year), 22 for September 1997 and a one-time adjustment of 5 teachers for 1998. Traditionally, staffing is done according to student option sheet for September; if overstaffing occurs, adjustment is done for the second semester. Ms. Russon indicated that the one-time adjustment of 5 teachers will have to include any adjustments required from Semester 1.

⇨Mrs. Sims indicated that the student option sheet is a key factor in staffing; the school principals should determine which staff they require for the school's course offering. As this impacts on timetabling, it may serve as a precaution to not overstaff for the following semester.

⇨Mr. Matier noted that, with the exception of the 2 new positions (1 Ministry Funded and 1 Secondary School Comprehensive/Developmentally Delayed staff), the 73 positions for approval tonight are staff replacements.

⇨Mrs. Sims confirmed the impact, particularly on class sizes, student options and timetabling if the staffing recommendations are not approved tonight.

Moved by Mrs. Wall:

That the recommendations of the Superintendent of Human Resources be approved.

Perceiving that the concern tonight seemed to be focused on a preceding staffing process, Mrs. Wall opined that, given the school opening next week, it would impact negatively on the whole system if the trustees did not approve the recommendations relating to teacher staffing requirements for the secondary schools. Convinced that the system is presently operating well, Mrs. Wall felt the members should support and affirm the fine things this Board has been

doing. She also expressed her concern that the Hamilton Board could lose its students to the other school boards if it is unable to provide varied course programming.

Trustees Gage and Hicks shared Mrs. Wall's sentiments, stating the Board would be doing a disservice to the system by effecting a change in the staffing process at this time which would mean disrupting the school operations just prior to the school opening.

Mr. Gage suggested the issue could be raised at the Salary Committee through its negotiations. The members concurred that the item may be reviewed at a future time and/or be an issue for the new Board to consider.

Noting the considerable staff time spent with the staffing process, Mrs. Bishop felt the problem emanates from student dropout rate. She believed this is a long-term problem with requires careful analysis of the many factors affecting staffing.

At this point, Mr. Darby ruled Miss Cunningham's request for historical numbers on student dropouts and Ms. Orban's query on staffing reduction at the elementary panel out of order.

At this point Mr. Mulholland called the question and it was **lost**.

In response to Miss Cunningham's question, Mr. Lavoie updated the members on the teacher staffing for G. P. Vanier Secondary School, noting that staffing was based on the approved budget for the French Language Section. He noted further that, at this time, the school has received 425 option sheets and it is expected that this number will be confirmed within a week from the school opening.

Mr. Matier confirmed that a copy of the Research Department's staffing analysis could be made available to the trustees.

Trustees Hill and Cunningham requested the minutes reflect that they were not supportive of the secondary school staffing recommendations because of their concerns with the staffing process and they way the Board is doing business in this area -- it was not their intent to disrupt the operations of the school system.

Mrs. Hill requested a recorded and separate vote on the secondary staffing recommendations.

The secondary staffing recommendations were put to a recorded vote and were **CARRIED**. Those in favour: Trustees Bishop, Darby, Gage, Hicks, Johnstone, MacDonald, Mulholland, Orban, Rogers, Stewart and Wall; those opposed: Trustees Cunningham, Hill, Korz and Lowe.

The balance of the recommendations were put to a vote and were **CARRIED**.

Moved by Mr. Stewart:

That a report on "stacked classes" be presented to the November meeting of the Personnel and Organization Committee.

Mr. Darby requested and obtained the required two-thirds majority vote to consider this item.

The motion was put to a vote and was **CARRIED**.

In reply to Mrs. Bishop's request, Mr. Binns agreed to bring information on Pupil Teacher Ratio (PTR) for each school to the next meeting of this Committee.

The meeting then adjourned.

Read and confirmed,

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CHAIRMAN

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May 1997

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL

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MINUTES OF THE PERSONNEL AND ORGANIZATION COMMITTEE
1997 05 08

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban and Cunningham.

Not Present: Trustee Paquin.

Also Present: Trustees Bishop, Desmarais, Hill, Lowe, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools) and S. Thompson (Assistant Superintendent of Schools).

Mr. Darby called the meeting to order, noting regrets for not attending were received from Trustees Johnstone, MacDonald, Paquin.

Moved by Dr. Johnston: That the minutes of the regular meeting of 1997 04 10 be approved. Carried.

GENERAL

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Moved by Mr. Hicks: That the recommendations of the Superintendent of Human Resources be approved. **CARRIED**

Staffing Report - Full Time Equivalent Positions

In presenting the report, Mr. Binns noted that the budget figures in the final column will remain as is until the September meeting of the Committee. He then offered the following explanations to some of the changes in the 1997 Actuals in April:

• Admin & Support Staff - an increase of .6 is the result of twinning schools as approved at budget; • Teachers - Elementary - increase of .5 is composed of .33 English as a Second Language and English and result from grievances relative to class size.

• Ctkrs/Maint/Whs/Asbestos and • Cleaners/Cooks - these lines show a significant change as a result of the implementation of the workload study figures, i.e. F.T.E. is based on 40 hours; there are now 338 caretakers and 5.8 cooks

Mr. Binns agreed to provide the Committee with the reason why the figures in the last column cannot be updated until the September meeting.

Moved by Miss Cunningham: That the Staffing Report - Full Time Equivalent Positions as of 1997 05 08 be received for information. **CARRIED**

Report on Supply Teacher Usage

Moved by Canon Rogers: That the Report on Supply Teacher Usage as of 1997 03 31 be received for information. **CARRIED**

Report on Substitute Cleaner/Casual Assistance Usage

Moved by Miss Cunningham: That the Report on Substitute Cleaner/Casual Assistance Usage as of 1997 05 08 be received for information. **CARRIED**

1996 and 1997 Temporary Assistance Expenditures Report

In presenting the report, Mr. Binns noted that the 1997 Budget column will be reported at the June meeting.

Moved by Mr. Hicks: That the 1996 and 1997 Temporary Assistance Expenditures Report as of 1997 05 08 be received for information. **CARRIED**

(a) Correspondence from the Mayor's Committee Against Racism and Discrimination re statistics relative to hiring of probationary teachers

(b) Report from the Officials re Statistical Information

Mr. Binns, in speaking to the request from the Mayor's Committee Against Racism and Discrimination for statistical information relating to the hiring of probationary teachers in September, 1996, noted that applicant tracking of this nature has not been done for about 18 months due to declining resources and a change in the Board's direction towards employment equity. He offered that staff could be assigned to meet the request if the trustees so directed.

Trustees reluctant to accommodate the Committee's request noted that:

- the position that was responsible for gathering this is not longer in existence
- with the many other issues facing the Board, there is no one available in Human Resources to address the request
- the accuracy of any information obtained now would be in question

Members who supported addressing the request offered that:

- information could be gathered and shared
- negative connotations to the Board "refusing to cooperate" and thereby having something to hide

Moved by Dr. Johnston: That the Correspondence from the Mayor's Committee Against Racism and Discrimination re statistics relative to hiring of probationary teachers and the Report from the Officials re Statistical Information be received for information.

Mr. Binns responded to a question that the applicant tracking aspect is not an overwhelming task.

Trustees in support of providing the information requested noted that this is essentially a clerical task that could be done on the computer. It was felt that the Board should comply with the request of the Mayor's Race Relations Committee and offered that the information gathered could be useful to the Board should there be a complaint under the human rights relative to hiring practices. A tracking mechanism would indicate the Board is aware of its need to be a fair and equitable employer.

Moved in amendment by Mrs. Bishop: That a revised "Applicant Tracking" questionnaire be developed and distributed to all applicants for jobs with the Board effective 1997 09 01. These statistics will be compiled and reported to the Affirmative Action Committee of the Board and be available as required.

When Dr. Johnston offered to accept the amendment as a friendly amendment, Mrs. Hill challenged the Chair accepting it as such and the challenge was sustained.

Mr. Darby noted that Mrs. Bishop's amendment is now on the table.

In response to a question, Mr. Binns acknowledged that the number of unsolicited applicants received is significant.

Trustees opposed to the amendment suggested the task is not a small job and questioned the validity of the information that will be gathered.

Trustees in support suggested the request was reasonable and that it would be possible to accomplish the task in more simplified fashion than was being suggested.

Recognizing it would be inappropriate not to reply, it was suggested that information be forwarded relative to the Board's past and present hiring practices and initiatives.

It was noted that there are four employee groups that have people on recall lists and those people take priority over anyone the Board would recruit; therefore, the Board cannot always take a proactive role in seeking candidates from the target groups.

The amendment was put to a vote and was Lost.

As the mover of the motion, Dr. Johnston asked if the Superintendent can reply with whatever information is available in a positive manner. He suggested that to not show that their concerns are our concerns would reflect badly on this Board.

Mr. Binns indicated the response could include the data that was gathered until 1995. Although it is not current information, it would provide some indication of some of the proactive things the Board is attempting to do to seek applicants from target groups.

Suggesting that the above is not what the letter is requesting, it was moved in amendment by Miss Cunningham: That the Board send a letter outlining why it is unable to fulfil the Committee's request and that existing data be provided.

Those in support of the amendment concurred that stale data and citing initiatives would not satisfy the Race Relations Committee. The response must inform them that the Board has not collected the data they are seeking and add that the Board has not been doing serious hiring for a number of years; therefore, there would be insignificant data at best.

The amendment was put to a vote and was Carried.

The motion, as amended, was put to a vote and was Carried.

Mr. Binns confirmed that no other action on the request in the letter will be taken.

Process for Procuring Occasional Teachers - requested by Trustee Bishop

Mrs. Bishop, noting that the Substitute Employee Management System was deleted from the 1997 Budget and there is no 'dispatch clerk' as there was at one time, asked what process is being used to acquire occasional teacher staff and how can the Board be assured the best occasional teachers are in the schools.

Mr. Binns noted that there is a dispatch clerk who provides minor assistance for one hour for emergency calls; however, principals are making the calls to the occasional teachers. He confirmed that it is the principal's decision as to who on the occasional teaching staff list is called.

Mrs. Bishop expressed concern that the best occasional teachers be used and asked if there was any mechanism to check the quality of staff being used.

Mrs. Sims, Staffing Co-ordinator, indicated that occasional teachers are interviewed by the principals in teams and only through that process are they added to the list. Principals are choosing the teacher best qualified for their school and by using a teacher frequently, that person becomes part of the staff, gets to know the students and the community and thus becomes an advantage to the school. She confirmed that the collective agreement allows teachers to be removed for just cause and that the progressive discipline policy applies to the occasional staff as well.

Mrs. Sims responded to a question that there is no tracking mechanism that provides data to determine how often some teachers are being called.

Interview Process - Interim Appointment to the Position of Assistant Superintendent of Program

Mr. Darby noted that four applications have been received. Although the policy calls for two sets of interviews, he suggested it would be advantageous to conduct one set of interviews on one date.

Moved by Miss Cunningham: That the initial interview by the Personnel and Organization Committee to shortlist candidates, as provided for in the Board's Procedures for Selecting Supervisory Officers, be eliminated and that the process move straight to the final interviews by the full Board on 1997 05 20 in the selection of the Interim Appointment to the Position of Assistant Superintendent of Program. **CARRIED.**

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Moved by Ms. Orban: That the recommendations of the Superintendent of Human Resources be approved. **CARRIED**

Job Coach - Transitional Work Experience Program (TWEP)

Moved by Mr. Korz: That the position of Job Coach, Transitional Work Experience Program (T.W.E.P.) be renewed for the 1997-98 school year. **CARRIED.**

GENERAL

Superintendency in Financial Services

The Committee then met in-camera to consider a Report regarding the Superintendency in Financial Services. The following action was taken:

Moved by Mr. Hicks: That the Report regarding an appointment of a Business Supervisory Officer and Treasurer be received for information and the following recommendation approved:

(a) That the Interim Director and Senior Financial Officer to authorized to explore options for filling the Business Supervisory Officer and Treasurer vacancy and bring recommendations to the June Personnel and Organization Committee meeting.

The Chairman ruled that the motion would be voted on in the public session.

Moved by Mr. Stewart: That the Committee meet in public. Carried.

When the public session convened, Mr. Darby read the motion on the floor.

Miss Cunningham, in speaking to the motion, noted her support of the recommendation was with some sadness but understanding. Mrs. Veerman has filled the vacant Superintendency in Financial Services most admirably and has given outstanding performance. She has worked well with her staff; who in turn extended themselves. Miss Cunningham recognized that people have families and the long hours and many nights demanded of the Senior Officials have made Mrs. Veerman request to relinquish her position.

The motion was put to a vote and was **CARRIED.**

The meeting then adjourned.

Read and confirmed

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CHAIRMAN

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JUNE 1997

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MINUTES OF THE PERSONNEL AND ORGANIZATION COMMITTEE
1997 06 12

Present: Trustees Darby (Chairman), Hicks, Korz, Orban, Paquin and Cunningham.

Not Present: Trustee Johnston.

Also Present: Trustees Bishop, Desmarais, Hill, Johnstone, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools), L. Veerman (Acting Senior Financial Officer and Treasurer) and J. Tomlinson (Interim Assistant Superintendent of Program).

Mr. Darby called the meeting to order, noting regrets for not attending were received from Trustees Johnston, Mulholland and Patenaude.

Referring to the last two items of the Agenda [Elementary/Secondary - New Business], Mr. Darby requested and obtained the members' agreement to consider the Elementary/Secondary School Vice-Principal Candidates Eligible for Promotion before the Report of the Principal/Vice-Principal Promotion Process Review Committee as this would facilitate understanding the recommendations outlined in the Report.

Mr. Darby then asked for confirmation of the minutes.

Moved by Mr. Hicks:

That the minutes of the regular meeting of 1997 01 09 and special meetings of 1997 02 06 and 1997 05 28 be approved. **Carried**

GENERAL

BUSINESS ARISING FROM THE MINUTES:
Report re Appointment of Interim Financial Officer

Mr. Matier reviewed the Report and then responded to the members' questions.

Suggestions for further review/clarification were provided as follows:

⇨profile of the Comptroller of the Wentworth County Board of Education
⇨role/responsibilities of the Interim Comptroller and its impact to the Hamilton Board's Finance Department
⇨financial implications of the proposed plan

It was clarified that this interim position will be in effect from September to December 1997; any further decision beyond this period will rest on the emerging new Board.

Moved by Mr. Hicks:

That the Report re Appointment of Interim Financial Officer be received for information and the following recommendations approved:

a) That the Interim Director and Senior Financial Officer and Treasurer further investigate the role of Interim Financial Officer and Treasurer being carried out on an interim basis by the current Comptroller of the Wentworth County Board of Education.

b) That the Interim Director and Senior Financial Officer and Treasurer bring to the August, 1997 Special Meeting of the Personnel and Organization Committee a report which outlines the details of the sharing of the financial administration plan.

It was clarified that it was not necessary to refer this direction to the Local Education Improvement Committee (LEIC).

The motion was put to a vote and was **CARRIED.**

Verbal Update - Project Team Leader - Special Education

Noting the recommendations before the members on the replacements for this position (Clauses 3 and 4 in the Recommendations of the Superintendent of Human Resources), Miss Bond indicated that the teacher Federation has agreed to an interim position from the existing Special Education Consultant complement.

Moved by Miss Cunningham:

That the verbal Update - Project Team Leader - Special Education be received for information. **CARRIED**

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Moved by Mr. Korz:

That the recommendations of the Superintendent of Human Resources be approved. **CARRIED**

Annual Report - Occupational Health and Safety

Mr. W. Urie, Co-ordinator, Occupational Health and Safety, presented the Report.

In response to the members' concerns, Mr. Binns clarified that financial figures relating to the new Workers Compensation Board (WCB) assessment schedule would be presented to the Board by the end of fall.

Moved by Mr. Paquin:

That the Annual Report - Occupational Health and Safety be received for information. **CARRIED**

Annual Report - Race Relations and Ethnocultural Equity Policy

Mr. Binns presented the Report.

Moved by Ms. Orban:

That the Annual Report - Race Relations and Ethnocultural Equity Policy be received for information and future reports be presented not on an annual basis but as required.

Responding to a question, Miss Bond clarified that under the new process, each Superintendency will have responsibility for Anti-Racism and Ethnocultural Implementation Plan in their respective area; the Program Department will collate the information and provide a system progress report to the Board, as needed.

The motion was put to a vote and was **CARRIED**.

Staffing Report - Full Time Equivalent Positions

Mr. Binns reviewed the report, noting the pertinent changes.

In response to questions, Mr. Binns indicated that the members will receive the staffing projections for September 1997 as soon as available (the projected numbers in this Report were based on enrolment figures up to January 1998).

Mrs. Bishop reiterated the need to "tie up" the staffing figures in this Report with those reflected in the Board's Budget. She referenced the motion adopted during budget deliberation that staffing changes from the budgeted staffing compliment must be reported through the Personnel and Organization Committee.

Mr. Binns agreed to review the 1997 Budget figures and report back on this area.

Moved by Mrs. Hill:

That the Staffing Report - Full Time Equivalent Positions as of 1997 05 31 be received for information. **CARRIED**

Report on Supply Teacher Usage

Mr. Binns reviewed the Report, noting the pertinent changes.

Concerned with the continuing rise in the budget for supply teacher usage, the members suggested that remedial steps be taken earlier in the year rather than putting off restrictions until the year end.

Mr. Binns agreed to discuss this with the Superintendents of Schools and report back to this Committee.

When questions surfaced on streamlining the format of this Report, Mr. Binns stated that, with the new Employee Information System in place, it is anticipated that the preparation of this document will be facilitated through a computerized reporting system within six months.

Moved by Mr. Paquin:

That the Report on Supply Teacher Usage as of 1997 04 30 be received for information. **CARRIED**

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Mr. Hicks noted he had concerns with Clauses 3 (a) (iv) and (v) of the Added Recommendations (laid down) and the following Agenda item. He felt that addressing these would necessitate an in-camera session.

Moved by Mr. Hicks:

That the recommendations of the Superintendent of Human Resources, excluding Clauses 3(a) (ii) and (iii), be approved. **CARRIED**

Elementary/Secondary School Vice-Principal Pool

Mr. Binns reviewed the Report.

In response to a question, Mr. Binns provided the staff requirements (Vice-Principal position) as follows: Between now and September -- Secondary panel: 8 positions are open but only 7 are required; Elementary panel: 3 positions. It was deemed that an "Interim" appointment would be the most appropriate manner of filling these positions.

Mr. Binns concluded that many positive changes have been made to date in improving the Principal/Vice-Principal selection process.

Re-stating his concerns required an in-camera discussion, it was

Moved by Mr. Hicks:

That the Committee meet in-camera. **Carried**

When the public session resumed, the following motion was considered and approved:

Moved by Miss Cunningham:

That the name Barbara Francis (E) be added to the Elementary Vice-Principal List [Approved for Promotion List].

Moved in amendment by Ms. Orban:

That the name Doug Dunford (E) be added to the Elementary Vice-Principal List [Approved for Promotion List].

Mr. Darby ruled the amendment out of order as it had been dealt with at the in-camera session.

Mrs. Wall requested a recorded vote.

The motion was put to a recorded vote and was **CARRIED.** Those in favour: Trustees Cunningham, Darby, Hicks, Korz, Rogers and Stewart; those opposed: Trustees Bishop, Hill, Johnstone and Orban. Mrs. Wall abstained from the voting.

Mr. Darby drew the members attention to the remaining clauses to be voted on and noted that Barbara Francis has been added to Clause 3(a) (ii).

Noting their opposition to the action taken, Trustees Bishop, Hill and Orban believed that the selection process had been violated tonight.

Members who supported the recommendation believed that the final decision rests with the trustees and that such is clearly stated in the process.

The names in Clause 3 (a) (ii) and (iii) were put to separate votes as follows.

Gordon Cook (E) **CARRIED**

Richard Hart (S) **CARRIED**

Barbara Francis (E) **CARRIED** by a recorded vote. Those in favour: Trustees Cunningham, Darby, Hicks, Korz, Rogers and Stewart; those opposed: Trustees Bishop, Johnstone and Orban. Trustees Hill and Wall abstained from the voting.

Report of the Principal/Vice-Principal Promotion Process Review Committee

Mr. Binns provided an overview and then called on Ms. H. Sims, Co-ordinator of Teacher Staffing, who reviewed the Report and then responded to the members' questions.

Given the many issues still to be addressed, it was

Moved by Mrs. Hill:

That the following Report of the Principal/Vice--Principal Promotion Process Review Committee be referred back to the officials for further review:

a) That the changes and refinements to the promotion process, as recommended by the Principal/Vice-Principal Promotion Process Review Committee in Appendix D, be received for information.

b) That the Principal/Vice-Principal process continue to be monitored and updated by the Principal/Vice-Principal Promotion Process Review Committee, and that annual reports be made to the Personnel and Organization Committee.

c) That the membership changes to the present Selection Committee from Director or Designate, Superintendent of Schools, two principals (one from each panel), one Trustee, and one parent, to, two Trustees, two community representatives (Home and School and School Council) and two principals (one from each panel) be approved.
CARRIED

The meeting then adjourned.

Read and confirmed,

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CHAIRMAN

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MINUTES OF THE PERSONNEL AND ORGANIZATION COMMITTEE
1997 09 11

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Desmarais, Hill, Johnstone, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Direction of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), S. Thompson (Assistant Superintendent of Schools), L. Veerman (Acting Senior Financial Officer and Treasurer) and J. Tomlinson (Interim Assistant Superintendent of Program).

Mr. Darby called the meeting to order, noting regrets for not being able to attend were received from Trustee Patenaude.

Moved by Dr. Johnston: That the minutes of the special meetings of 1997 06 24 and 1997 08 26 be approved. **CARRIED**

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Report re Secondary Schools P.T.R.

Mrs. Sims, Teacher Staffing Co-ordinator, presented the report.

During the discussion, the following factors were put forth:

- student intake has taken place since the figures were calculated
- the range of the P.T.R. has been as low as 14.9 and as high as 17.3
- a report on P.T.R. from the October 31 enrolment would be more informative.
- a report on the number of students who live outside the area would be useful.

It was agreed that Officials would present a report to the Committee in November using the October 31 data.

Moved by Mr. Korz: That the Report re Secondary School Pupil Teacher Ratio (P.T.R.) be received for information. **CARRIED**

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Mr. Binns presented the report to trustees.

Moved by Mr. Hicks: That the recommendations of the Superintendent of Human Resources be approved. **CARRIED**

Staffing Report - Full Time Equivalent Positions

Moved by Dr. Johnston: That the Staffing Report - Full time Equivalent Positions as of 1997 08 31 be received for information. **CARRIED**

Report on Supply Teacher Usage

Mr. Binns presented the report.

During the discussion, the following concerns were cited:

- 73.2% of the budgeted allocation has been used
- the expenditure is projected to come in around 3.2 million - over budget by $350,000.
- currently, there is no penalty for going over budget and no encouragement for remaining within the school budget figures.
- however, restricting the use of supply coverage would penalize schools who have remained within their allotment.

Moved by Mr. Hicks : That the Report on Supply Teacher Usage as of 1997 06 30 be received for information. **CARRIED**

Noting that similar action has occurred in previous years, it was moved by Miss Cunningham: That the Board strongly encourage principals to stay within their occasional teacher budget and that schools at or over their budget use supply teachers only for essential use. **CARRIED**

Temporary Assistance Report
Assistant Caretaker/Casual Assistance Usage

The report was presented by Mr. Binns who clarified the information in the report for trustees.

In responding to a question, Mr. Binns indicated that the usage is about the same as the previous year; however, he noted that some of the figures in the report are indicative of an adjustment period resulting from the recent downsizing in the caretaking staff. Mr. Binns stated that, as things in this area settle, he did not see this trend continuing.

During discussion, the following factors were noted:

- a report that separates the different lines in the budget report would be easier to track.
- the Board is paying out less in coverage costs

Moved by Miss Cunningham: That the Report re Assistant Caretaker/Casual Assistance Usage as of 1997 07 31 be received for information. **CARRIED**

Temporary Assistance Expenditures

Mr. Binns clarified the information contained in the report and asked for questions from the floor. The figures in the report are as of 1997 07 31.

During the discussion, it was suggested that the use of co-op students be included in this report

Moved by Mr. Hicks: That the Report re Temporary Assistance Expenditures as of 1997 07 31 be received for information. **CARRIED**

Report re Employee Wellness

Mr. Binns presented the report.

Moved by Mr. Hicks: That the Report re Employee Wellness be received for information and the following recommendations approved:

1. That a system committee, under trustee direction, assume responsibility for co-ordinating Professional Development (PD) opportunities which focus on "wellness".

2. That all system PD opportunities have as their focus a "wellness" component.

3. That leadership training programs include a "wellness" component to provide administrators and managers with the skills to ensure a healthy environment in the workplace.

4. That partnerships within the community be encouraged to enhance our ability to offer programs for all employees.

5. That an evaluation component be included in all "wellness" initiatives.

6. That the budget and scope of the Employee Assistance Program be commensurate to reflect the commitment of the Board to support employees in their efforts to manage the new realities.

Trustee Cunningham asked each of the recommendations be voted on separately.

During debate the following points were put forth:

- wellness is very important and it should have been supported earlier in the year
- perhaps it should be left to the new Board to set the direction for the Wellness Committee
- the last recommendation regarding the Employee Assistance Program (E.A.P.) should not have been part of the report.
- officials should look into expanding the use of additional community resources for the E.A.P. program.
- the Wellness Committee should be employee directed; however, general support from the trustees is important to the success of the Wellness Committee
- the public perception of allocating funds for exercise programs, etc. would likely be negative

Moved by Miss Cunningham: That Recommendation 2 be amended with the addition of 'where appropriate' at the end. **LOST**

Moved in amendment by Mr. Stewart: That Clause 6. be referred to officials for a report no later than the next meeting. **CARRIED.**

Clause 1. was put to a vote and was **CARRIED**.
Clause 2. was put to a vote and was **CARRIED.**
Clause 3. was put to a vote and was **CARRIED.**
Clause 4. was put to a vote and was **CARRIED**.
Clause 5. was put to a vote and was **CARRIED**.

Moved by Mrs. Bishop: That it is the policy of the Hamilton Board of Education to promote and address wellness in the workplace.

Trustee Cunningham challenged the Chair accepting the motion and the challenge was sustained.

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Mr. Binns presented the report to members and asked for questions from the floor.

During the discussion, several trustees questioned the Board's ability to approve the request for a leave of absence which would not start until 1998 [Clause 8. (a)]. The Officials responded that the Board is to carry on business as usual until 'amalgamation' occurs 1998 01 01.

Moved by Mr. Korz: That the recommendations of the Superintendent of Human Resources be approved.

Ms. Russon, Manager, Employee Relations, clarified that the gratuity for the retirements are not shown as they have been approved at a previous meeting.

At Mr. Stewart's request, the request for a leave of absence from Adele Schiedel (S), 1998 01 29 to 1998 08 31 was put to a separate vote and was **CARRIED.**

The remainder of the recommendations were put to a vote and were Carried.

Report re Allocation of Secretarial Resources

Mr. Thompson presented report.

Following his presentation, members received clarification on a number of points from the presenters:

- a small committee has been struck by officials to consider all data relating to the report
- this report deals with elementary secretarial resources only
- staffing has not changed in the secondary schools; a committee was struck to address redeployment of staff in the secondary school office but put on hold when the social contract was instituted
- a further update will be presented to trustees

Moved by Dr. Johnston: That the Report re Allocation of Secretarial Resources be received for information. **CARRIED**.

The Committee then met in-camera. Action taken is not recorded in the public minutes as per Section 207 (2) of the Education Act.

The meeting then adjourned.

Read and confirmed

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CHAIRMAN

dm

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1997

OF THE SPECIAL MEETING OF THE
EL AND ORGANIZATION COMMITTEE
1997 10 02

URBAN MUNICIPAL
OCT 17 1997
GOVERNMENT DOCUMENTS

Present: Trustees Darby (Chairman), Hicks, Orban and Cunningham.

Not Present: Trustees Johnston, Korz and Paquin.

Also Present: Trustees Bishop, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary) and P. Gillie (Superintendent of Administrative and Operational Services).

Mr. Darby called the meeting to order, noting regrets for not attending were received from Trustees Johnston, Johnstone, Korz, Lowe and Paquin.

ELEMENTARY/SECONDARY

Recommendations of the Superintendent of Human Resources

Mr. Matier presented the recommendations on behalf of the Superintendent of Human Resources. Mrs. Sims (Teacher Staffing Co-ordinator) confirmed that all appointments were replacements, required staff due to enrolment growth and contract complaince for travel and release time.

Moved by Miss Cunningham:

That the recommendations of the Superintendent of Human Resources be approved.

Canon Rogers declared a conflict of interest and stated he would neither debate nor vote on the motion.

The motion was put to a vote and was Carried.

Read and confirmed

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CHAIRMAN

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URBAN/MUNICIPAL
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OCTOBER 1997

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL
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MINUTES OF THE PERSONNEL AND ORGANIZATION COMMITTEE
1997 10 09

Present: Trustees Darby (Chairman), Hicks, Johnston, Orban, Paquin and Cunningham.

Not Present: Trustee Korz.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and L. Veerman (Acting Senior Financial Officer and Treasurer).

Mr. Darby called the meeting to order, noting regrets for not attending were received from Trustees Korz, Lowe and MacDonald. He then called for confirmation of the minutes.

Moved by Dr. Johnston: That the minutes of the regular meetings of 1997 05 08, 1997 06 12, 1997 09 11 and special meeting of 1997 10 02 be approved. **CARRIED**

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Report re Employee Assistance Program

Mr. Binns provided an overview and then called on Ms. S. Mawson, Human Resources Officer, who reviewed the report and responded to the members' questions.

Mr. Binns confirmed that the proposed increase in the budget for the program is in addition to the approved budget. Referencing the concern that the lifetime number of visits by employees is too limiting, Mr. Binns noted that, due to the confidential nature of the consultations, it would be difficult to determine how many employees have used up their allotment and how many would take advantage of an increase in visits if so permitted.

Several trustees expressed concern with the impact on the current budget and felt that the issue should be referred to the Local Improvement Education Committee.

Moved by Mrs. Bishop: That the Report re Employee Assistance Program (EAP) be received for information and the following recommendations approved:

1. That the current visits be increased to 10 per employee or immediate family per year.

2. That the 1998 budget be increased to reflect a $120,000 annualized cost.

3. That the Human Resources staff in the Hamilton Board meet with the Human Resources staff in the Wentworth County Board to review the type of service provided, with a view to creating a new plan to be proposed to the new Board at the end of the existing contracts held with current EAP providers.

4. That the new Board issue a Request for Proposal (RFP) for an EAP provider commencing in 1998.

Concurring with concerns expressed earlier, Mrs. Hill challenged the Chair accepting the Recommendation 2 in the motion. The challenge was **Carried**.

Ms. Orban requested a separate vote on each recommendation.

Moved in amendment by Dr. Johnston: That the recommendations 1., 3. and 4. be referred to the Local Education Improvement Committee and the Wellness Committee.

During discussions, the question was raised regarding asking the Unions and Federations to consider sharing in the costs of an expanded program to the benefit of the employees.

Moved in amendment to the amendment by Miss Cunningham: That recommendations 3. and 4. be tabled. Carried.

Stating she would like to receive further information about the cap on the number of EAP visits and the choice of service providers, it was moved in amendment to the amendment by Mrs. Hill: That recommendation 1. be referred back to the officials. Lost

The amendment was put to a vote and was Lost.

Mrs. Bishop called the question and it was Lost.

During discussions, the following concerns or points were made:
⇨a further report is forthcoming from the Wellness Committee
⇨approximately $30,000 has already been spent from the EAP budget and it is possible there will be money left in the budget at the end of the year
⇨not all collective agreements include a clause on the EAP program

The members offered the following suggestions for further review/consideration:
⇨in light of amalgamation, an EAP program should be developed which "blends" the program features of both this Board and the Wentworth Board
⇨the number of EAP providers (currently two) should be increased

Moved in amendment by Mrs. Wall: That the EAP cap on maximum visits be lifted until the 1997 budget is exhausted.

Preferring to reflect the specific number of visits in the amendment, it was moved in amendment to the amendment by Mr. Desmarais: That the EAP cap on maximum visits be changed from 10 to 20 visits until the 1997 budget is exhausted.

The question was called and it was **Lost**.

Mrs. Hill asked that the minutes reflect the Chairman's ruling that the amendment, if adopted, addresses this concern for 1997 only. The policy of 10 visits per lifetime for each employee and their immediate family remains on the books.

After some debate, the amendment to the amendment was put to a vote and was **LOST**. Miss Cunningham requested a recorded vote.

The amendment was put to a recorded vote and was **CARRIED**. Those in favour: Trustees Bishop, Desmarais, Gage, Hicks, Hill, Johnston, Johnstone, Mulholland, Orban, Paquin, Rogers, Stewart and Wall. Those opposed: Trustees Cunningham and Darby.

The motion, as amended, was put to a vote and was **CARRIED.**

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Moved by Dr. Johnston: That the recommendations of the Superintendent of Human Resources be approved. **CARRIED**

Staffing Report - Full Time Equivalent Positions

Mr. Binns reviewed the report noting the pertinent changes.

Moved by Mr. Paquin: That the Staffing Report - Full Time Equivalent Positions as of 1997 09 30 be received for information. **CARRIED**

Report on Supply Teacher Usage

It was agreed: That the Report on Supply Teacher Usage be received for information. **CARRIED**

Report of the Supervised Alternative Learning for Excused Pupils Committee

Moved by Canon Rogers: That the following Report of the Supervised Alternative Learning for Excused Pupils Committee (SALEP) be approved:

(a) As the Supervised Alternative Learning for Excused Pupils Committee was encouraged by the positive information in the Annual Report of SALEP [September 1996-June 1997], that this Committee support expanding the SALEP program and increasing staff, when feasible.

Canon Rogers noted that the proposed expansion of the SALEP program will undergo further study and a future report on the findings will be presented to the Board.

The motion was put to a vote and was Carried.

PROFS message regarding "Reporting to Work" -- Requested by Trustee Mulholland

Mr. Darby requested and obtained the required two-thirds majority vote to consider this added item to the Agenda.

In response to Mr. Mulholland's concerns regarding the PROFs message on the Procedure for Reporting to Work During an Illegal Strike, the following clarifications were provided:

⇨"All employees" pertain to employees who wish to report to work during the strike with the exception of the school principals.
⇨Information meetings for non-teaching employees have been scheduled. It will be stressed in these meetings that employees wishing to report to work should first go to their place of work. If there is a problem at their work site, they are to proceed to the off-site sign-in centre. There will be opportunity at these meetings for the employees to ask questions.
⇨A detailed information package was provided to each school principal to assist them in facilitating the situation. [Mr. Binns agreed to provide a copy of this package to any interested trustees.]
⇨The possibility of re-assignments for caretaking and secretarial staff has been discussed with the respective employee groups; however, every attempt will be made to keep employees employed in their work location
⇨Savings derived from employees who choose not to report for work could be used to offset the costs resulting from the strike.

⇨The Board solicitors are aware of and are in agreement with the procedures. Further legal consultation will be sought as appropriate.
⇨The message has been conveyed to Principals that it is the Board's expectation that they will report to work.

The members expressed their concerns in the following areas:
⇨ designating the Sheraton Hotel as a sign-in centre could put that facility at some potential risk; Mr. Binns responded that given the size of the complex that houses the Sheraton and the many entrances the Sheraton was viewed as an appropriate location. He added that an off-site location was felt to be required if all Board facilities were picketed.
⇨Jackson High, a Board-operated program, also resides in Jackson Square and could add to the difficulties in using the Sheraton as a sign-in centre
⇨the potential of any Board liability for damages at the Sheraton Hotel as a result of it being used as a sign-in centre; the Officials agreed to investigate this aspect further with legal counsel

Moved by Mrs. Johnstone: That the verbal update on the PROFS message regarding "Reporting to Work" be received for information. **CARRIED**

At this point, Mr. Binns clarified for Mrs. Hill that the recommendation relating to the posting for the position of Manager, Administrative and Operational Services will be brought for approval to a Special Meeting of this Committee on Thursday, 1997 10 16, prior to the regular Board meeting.

ELEMENTARY/SECONDARY

BUSINESS ARISING FROM THE MINUTES:
Report of the Principal/Vice-Principal Promotion Process Review Committee (referred back to the officials at the 1997 06 12 Personnel and Organization Committee)

Mr. Binns provided an overview and then called on Ms. H. Sims, Co-ordinator of Teacher Staffing, who reviewed the report and then responded to the members' questions.

The following clarifications were provided:

⇨References will no longer be part of the applicant submissions as it was concluded these tend to always reflect positive information about the candidate and thus will not assist in differentiating the candidates during the selection process.

⇨The Performance Appraisal will become a portfolio consisting of an accumulation of documents/information on past performance appraisals of the candidate.

Moved by Mrs. Bishop: That the Report of the Principal/Vice-Principal Promotion Process Review Committee be received for information and the following recommendations approved:

(a) That the changes and refinements to the promotion process, as recommended by the Principal/Vice-Principal Promotion Process Review Committee, be received for information.

(b) That the Principal/Vice-Principal promotion process continue to be monitored and updated by the Principal/Vice-Principal Promotion Process Review Committee and that annual reports be made to the Personnel and Organization Committee.

(c) That the following membership changes to the present Selection Committee be approved:

FROM (current)	TO (recommended)
Director/Designate	
Superintendent of Schools	
Principal (H.P.A.)	Principal (H.P.A.)
Principal (H.S.S.P.C.)	Principal (H.S.S.P.C.)
Trustee (1)	Trustees (2)
Parent (1)	Community: - Home & School (1) - School Council (1)

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Moved by Dr. Johnston: That the recommendations of the Superintendent of Human Resources be approved. **CARRIED**

The meeting then adjourned.

Read and confirmed

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CHAIRMAN

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1997

TES OF THE SPECIAL MEETING OF THE NNEL AND ORGANIZATION COMMITTEE
1997 10 16

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Gage, Hill, Johnstone, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), R. Binns (Superintendent of Human Resources), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools), L. Veerman (Acting Senior Financial Officer and Treasurer) and J. Tomlinson (Interim Assistant Superintendent of Program).

GENERAL

The Committee met in-camera prior to the public session and the following action was taken:

Recommendation of the Superintendent of Human Resources

Moved by Mr. Korz: That the following recommendation of the Superintendent of Human resources be approved:

3. ***PROMOTIONS***

(a) That Robert McCann be appointed to the position of Manager, Administrative & Operational Services, on an interim basis until a new structure for Senior Administration is in place, effective date to be confirmed, (Grade 15, Probationary Administrative Staff) with salary according to the salary schedule.

Replacement

Challenging the recommendation being presented at an in-camera session, it was moved by Mrs. Bishop: That the motion be deferred to the public session of this Special Meeting. Carried.

Moved by Mr. Stewart: That the following recommendation of the Superintendent of Human Resources be approved:

7. ***LEAVING EMPLOYMENT***

(a) That the date of 1997 10 15 for John Lloyd, Caretaker (Caretaking and Maintenance Staff) to leave the employ of the Board be approved. Carried.

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The Committee then met in public.

Recommendation of the Superintendent of Human Resources

Moved by Mr. Stewart: That the following recommendation of the Superintendent of Human Resources be approved:

3. PROMOTIONS

(a) That the position of Budget Manager be filled by Denise Dawson, on an interim basis, until either an agreement is reached with the Wentworth County Board of Education on the financial administrative plan or the new structure for Senior Administration is in place.

Replacement

Mr. Binns confirmed that the wording was appropriate to similar appointments and that the recommended candidate fulfils all the requirements as posted.

The motion was put to a vote and was Carried.

Recommendation of the Director of Education and Secretary

Mr. Matier read Mr. Binn's letter of resignation for the purpose of retirement to the members.

Moved by Mr. Mulholland: That the following recommendation of the Director of Education and Secretary be approved:

(a) That the resignation of Richard Binns, Superintendent of Human Resources for the purpose of retirement, effective 1997 10 31, be accepted with regret and the Board's gratuity be paid.

Several trustees spoke highly of Mr. Binns and, in supporting the recommendation with regret, described Mr. Binns as an outstanding employee, one who always thought of both the students and his colleagues, an exemplary human resources individual, who shared his insights and endeavours for the wellbeing of the Board. His retirement is a loss to this Board and his kind and gentle fashion will be missed.

Mr. Matier confirmed that Mr. Binns qualifies for the retirement gratuity.

The motion was put to a vote and was Carried.

Recommendations of the Superintendent of Human Resources

The Chairman reminded the members that the following motion was referred to the public session and was now on the floor:

Moved by Mr. Korz: That the following recommendation of the Superintendent of Human resources be approved:

3. PROMOTIONS

(a) That Robert McCann be appointed to the position of Manager, Administrative & Operational Services, on an interim basis until a new structure for Senior Administration is in place, effective date to be confirmed, (Grade 15, Probationary Administrative Staff) with salary according to the salary schedule.

Replacement

In responding to questions, Ms. Gillie noted the following:
- there were 8 candidates for this position
- one candidate possessed the accounting qualifications; three had formal record training; two had high computer skills
- the interview team was composed of 5 people, all internal employees including one principal
- the posting and interviewing process was followed in consultation with Human Resources
- the qualifications listed in the posting were determined through the PDQ (Position Description Questionnaire)

Ms. Russon confirmed that a complaint regarding the recommendation was received today, not from an individual staff member but from the Professional Administrative Support Staff (PASS) employee group. She added that the complaint will be facilitated through the Office of the Director and he can either choose to hear the complaint himself or designate or establish a complaint committee to hear the complaint.

Mr. Matier confirmed that both the Local Education Improvement Committee and the Education Improvement Commission have given approval to fill this vacancy.

Some discussion then focused on the qualifications for the position as listed in the job posting. Acknowledging that the recommended candidate did not have all the qualifications listed, Ms. Gillie was not sure whether the position would be reclassified, noting that the incumbent did not have all the qualifications either.

Ms. Russon noted that the PDQ is a summary of the requirements for a position which in turn is used as a basis for rating the salary category through job evaluation. She noted that there are many individuals who may not 'fit' the educational requirements of their position; however, it is the position and requirements that determine the job grade and not the person holding the position.

The question was asked - how can the Board pay the rated salary to someone who does not have the minimum qualifications for that job? Ms. Russon noted that educational requirements are one of many determining factors as to where a position is rated on the salary grid.

Ms. Russon concurred that the position is a non-union position and that the recommended candidate is a union member. Since this is an interim appointment, the employee would remain a union member, continue to pay union dues but receive a responsibility allowance to the minimum of the salary grade for the interim position.

When it was questioned whether a member of a union could hold a managerial position, Ms. Russon indicated there are certain functions that cannot be performed by a union member, i.e. performance appraisals, discipline, etc.

Several members expressed concern, not with the individual being recommended, but about the process used. It was suggested that other employees in the Board did not make application on the understanding that the qualifications listed were necessary to be considered for the position. Since the recommended candidate does not have all the qualifications, it was suggested that the job opportunity should be re-posted to give all staff another opportunity to make application if they wished. Failing that, it was suggested that this position should be re-evaluated.

Moved in amendment by Mrs. Bishop: That this recommendation be referred back to the Officials.

Members speaking in opposition to the amendment pointed out that this is an interim appointment and some latitude is warranted.

In response to a question, Mr. Binns believed that in the past staff have been appointed to positions even though they did not meet all qualifications, adding that attempts were made to come as close as possible to meeting the qualifications.

Responding to questions, Ms. Gillie indicated the following:
- this is very much an interim position
- it was reported to the LEIC that this position will either change or disappear when the new district school board is formed
- all candidates were aware that once the final determination of this position is known, it will be reposted throughout the system
- there is a procedure in the Collective Agreement for filling Mr. McCann's position should this appointment be approved
- the recommended candidate cannot fulfill every facet of the job since he will remain a union member occupying a non-union position; she added, however, that she is confident he can fulfill the requirements of the position

Members in support of the amendment noted that:
- there are employees who would have applied had it been known the qualifications listed were not absolutely required
- there is a difference between this appointment and the earlier approval of an appointment to the interim position of Budget Manager, i.e. the budget position is interim by virtue of the Budget Manager filling another interim position in the Board; the position under consideration is vacant by virtue of a retirement and its interim status is less tangible
- the complaint submitted by the PASS group speaks to the concerns cited and the referral back to officials to deal with the complaint and resulting recommendations appeared appropriate

Ms. Gillie could not respond in the affirmative or negative to a question whether this position will exist in the new district school board. She noted that there are recommendations going forward from the LEIC to the new board regarding plant reorganization which could have some impact on some of the current job responsibilities. She noted the posting, under the LEIC's direction, was interim to December 31, 1997, subject to approval by the EIC and modification by the new district school board.

Mr. Stewart requested recorded votes on all motions pertaining to this item.

Ms. Orban called the question and it was put to a recorded vote and was Carried. Those in favour: Trustees Cunningham, Mulholland, Bishop, Johnston, Johnstone, Lowe, Korz, Orban, Hick, Wall, Paquin; those opposed: Trustees Gage, Hill, Stewart and Darby; Abstentions: Trustee MacDonald.

The amendment was put to a recorded vote and was Lost: Those in favour: Trustees Mulholland, Bishop, Johnston, Johnstone, Rogers, Orban, Hicks and Wall; those opposed: Trustees Cunningham, Gage, Lowe, Korz, Paquin, Hill, Stewart and Darby; Abstentions: Trustee MacDonald.

The question was called on the motion and was Lost. Those in favour: Trustees Johnston, Johnstone, Korz, Orban and Stewart; those opposed: Trustees Cunningham, Mulholland, Bishop, Gage, Rogers, Lowe, Hicks, Wall, Paquin, Hill and Darby. Abstentions: Trustee MacDonald.

Ms. Russon responded to a question that the complaint from the PASS group came initially by a telephone call in which it was indicated that the recommended candidate does not have the qualifications as listed in the posting. She confirmed the complaint has since been received in writing.

The motion was put to a vote and was Lost. Those in favour: Trustees Stewart and Darby; those opposed: Trustees Cunningham, Mulholland, Johnston, Johnstone, Rogers, Lowe, Korz, Orban, Hicks, Wall, Paquin and Hill; Abstentions: Trustees Bishop, Gage and MacDonald.

When Miss Cunningham offered to make a motion to strike a committee to deal with the complaint procedures as set out in the policy, Mr. Matier assured her that the proper processes would be followed.

Miss Cunningham agreed not to put a motion on the floor.

Mr. Matier responded to a question that normally the process to fill this vacancy would be re-started; however, he questioned what can be done in this situation given the timelines of hearing the complaint and the end date of December 31 for the assignment.

The meeting then adjourned.

READ AND CONFIRMED

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Chairman

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URBAN MUNICIPAL

MINUTES OF THE SPECIAL MEETING OF THE PERSONNEL AND ORGANIZATION COMMITTEE 1997 11 06

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GOVERNMENT DOCUMENTS

Present: Trustees Darby (Chairman), Hicks, Johnston, Orban, Paquin and Cunningham.

Not Present: Trustee Korz.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), L. Veerman (Acting Senior Financial Officer and Treasurer), E. Bond, (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), F. Cooke (Interim Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

Mr. Darby called the meeting to order, noting regrets for not attending were received from Trustees Korz and Patenaude.

GENERAL

NEW BUSINESS:

Report re Educational Assistants - Consideration of Lay-Off

Acknowledging that there may be further information next week as to the anticipated end of the province-wide strike, it was

Moved by Mr. Stewart:

That this item be tabled to the November 1997 meeting of the Personnel and Organization Committee. **CARRIED**

The meeting then adjourned.

Read and confirmed,

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CHAIRMAN

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ELEMENTARY/SECONDARY

NEW BUSINESS

1. Recommendations of the Superintendent of Human Resources 5

MINUTES OF THE PERSONNEL AND ORGANIZATION COMMITTEE
1997 11 13

Present: Trustees Darby (Chairman); Hicks, Johnston, Korz, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, Lowe, MacDonald, Mulholland, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), P. Gillie (Superintendent - Administrative and Operational Services), M. Quinn (Superintendent of Schools), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools), L. Veerman (Acting Senior Financial Officer and Treasurer), J. Tomlinson (Interim Assistant Superintendent of Program) and D. Russon (Manager, Employee Relations).

Mr. Darby called the meeting to order and asked for confirmation of the minutes.

Moved by Canon Rogers: That the minutes of the regular meeting of 1997 02 13 be approved. CARRIED.

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Report on Outstanding Grievances That Have Been Scheduled For Arbitration.

Ms. Debbie Russon reviewed the report, noting that Item #3 (Elementary Branch Affiliates) has been settled..

Moved by Ms. Orban: That the Report On Outstanding Grievances That Have Been Scheduled For Arbitration be received for information. **CARRIED.**

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Moved by Mr. Paquin: That the recommendations of the Superintendent of Human Resources be approved. **CARRIED.**

Ms. Orban noted the resignation for retirement of. Jim Rielly, Manager, Engineer and Maintenance, and commended Mr. Rielly for his years of service with the Board. As well as responding well to all the community concerns, he showed his professionalism with his good nature and was always respectful. Ms. Orban wished him the best of luck in his future plans.

Interim Senior Human Resources Officer

M. Matier reviewed the report.

Moved by Mrs. Hill: That the Report re Interim Senior Human Resources Officer be received for information and the following recommendations approved:

1. (a) That Deborah Russon be appointed to the position of Interim Superintendent of Senior Human Resources, effective 1997 11 03, until such time as the Hamilton-Wentworth District School Board determines a new senior administrative structure and that she be paid at the salary level of Superintendent.

(b) That, upon completion of this interim assignment, Deborah Russon be returned to the position of Manager, Employee Relations or the equivalent.

2. That the Director be authorized to review the role of Chief Negotiator for the Hamilton Board of Education and report alternatives to the Board at the December meeting of the Personnel and Organization Committee.

Mrs. Hill noted that her motion changed the title in the report to 'Superintendent' since this is an existing superintendency in this Board and, given the direction of the Education Improvement Commission earlier in the year, the Board cannot create a new position such as Senior Human Resources Officer.

When Mr. Matier stated that the recommendation in the report was so worded due to the uncertainty of whether this supervisory officer position will continue in the New School Board, Mrs. Hill offered that this Board is operating under its current rules and framework of this Board.

Mr. Matier pointed out that a Superintendent must have Supervisory Officer papers. Since Ms. Russon will have these qualifications in March/April 1998, Regulation 309 of the Education Act. allows for Ms. Russon be assigned to this Superintendency until that time.

Several trustees spoke in opposition, not to the appointment of Ms. Russon, but to the appointment to a Supervisory Officer position that does not follow the Board's selection procedures

Mr. Matier noted that, since there are only 5-6 weeks until the new school board is formed, there is not sufficient time to follow the process. He indicated that this aspect was instrumental in the report's recommendation to appoint Ms. Russon as Acting Senior Human Resources Officer.

Several trustees spoke in support of Ms. Russon filling this vacancy. The question of Ms. Russon being protected should this Superintendency be discontinued in the new year was posed.

Some discussion took place on the impact of a Regulation 309 relative to redundancy should this motion to an interim appointment be approved. Mr. Matier agreed to obtain a legal opinion and report this prior to the November Board meeting scheduled for Thursday, 1997 11 20.

When it was pointed out that two women replacing two men as supervisory officers on the business side of the Board had generated debate about their official titles, while similar appointments on the academic side were not an issue, Mr. Matier clarified that there is no other title for superintendent of school in the legislation. One of the positions alluded to was Acting Senior Financial Officer. Mrs. Veerman has just obtained her Supervisory Officer papers and the appropriate documentation has been forwarded to the Ministry to secure her Supervisory Officer status.

Mr. Matier replied to a question that this appointment, as worded in the motion, could be grieved by the teacher's federations contending that they have members who are qualified and who should have been given the opportunity to make application for this supervisory officer position.

Several trustees spoke in support of the motion as worded, citing Ms. Russon's reputation and loyalty as factors to be considered in making this appointment.

Both Mr. Mulholland and Mrs. Wall asked to be recorded as being opposed to the change in title but not the person being recommended for this position.

The motion was put to a vote and was **CARRIED.**

Interim Appointments - Senior Management Positions

Moved by Mr. Mulholland: That the Report re Interim Appointments - Senior Management Positions be received for information and the following recommendations approved:

1. That the following interim appointments to Supervisory Officer positions be extended as shown:

(a) That the appointment of Frank Cooke to the position of Interim Superintendent of Schools, effective 1997 03 05, be extended until such time as the New District School Board determines a senior administrative structure.

(b) That the appointment of Kenneth Bain to the position of Interim Assistant Superintendent of Schools, effective 1997 03 20, be extended until such time as the New District School Board determines a senior administrative structure.

(c) That the appointment of Janice L. Tomlinson to the position of Interim Assistant Superintendent of Program be extended until such time as the New District School Board determines a senior administrative structure.

Miss Cunningham commented that a report has been put forward at the LEIC stating the number of supervisory officers the New District School Board should have with the understanding that this number will decrease.

In continuing, Miss Cunningham stated that representatives from the EIC (Education Improvement Commission) advised that the structure of Senior Management for new Board will be 13 Supervisory Officers which means a reduction of 2.5 officers. The ratio of students for the transition is 4,000 student to one but working towards a model of 5,000 to one.

Miss Cunningham asked what would be the legal ramifications if these positions were extended until such time as the new structure would be in place.

Mr. Matier replied that he spoke with Fred Deacon of the EIC who advised that some school boards are also extending their interim contracts. The only caution from the EIC is that these extensions must not tie the new school board to an expensive model of senior management. Even a timeframe of January 31st on these recommendations would present no legal obligation to extend them beyond that date. It would, in fact, force the new school Board to make decisions in January.

Moved in amendment by Miss Cunningham: That Clauses (a), (b), and (c) from the Report Re: Interim Appointments - Senior Management Positions be changed to read: "be extended until January 31, 1998" and that the words "such time as the New District School Board determines a senior administrative structure" be deleted.

Some opposition to the amendment was expressed particularly in view of the appointment of an Interim Superintendent of Human Resources earlier in the meeting which did not specify a January 31 end time.

The question was called on the amendment and was Carried.

The amendment was put to a vote and was **LOST.**

The question was called on the motion and was Carried.

The motion was put a vote and was **CARRIED.** Miss Cunningham abstained from voting.

When some members noted that the report did not address the Interim Director and Secretary's appointment, Mr. Darby noted that Mr. Matier's appointment was worded "until the new Director is appointed."

Staffing Report - Full Time Equivalent Positions

D. Russon reviewed the report.

Moved by Cunningham: That the Staffing Report - Full Time Equivalent Positions as of 1997 10 31 be received for information. **CARRIED.**

Report on Supply Teacher Usage

Ms. Russon reviewed the report.

The Officials agreed to take the members' concerns about this budget being overspent and asking principals to be conscious of this to a principals' meeting rather than sending out a written message.

Moved by Mrs. Hill : That the Report on Supply Teaching Usage as of 1997 09 30 be received for information. **CARRIED.**

Temporary Assistance Reports

Substitute Cleaner/Casual Assistance Usage

Ms. Russon reviewed the report.

Moved by Mr. Paquin: That the Report re Substitute Assistance Caretaker Assistance Usage as of 1997 09 30 be received for information. CARRIED.

Temporary Assistance Expenditures

Ms. Russon reviewed the report.

Moved by Ms. Orban: That the Report re Temporary Assistance Expenditures as of 1997 09 30 be received for information. **CARRIED.**

Report re Educational Assistants - Consideration of Lay-Off

[Tabled at the 1997 11 06 Special Personnel and Organization Committee]
This item was left on the table.

Verbal Update - Ontario Technological Educators Association Concerns.

Mr. Matier reported that it is the officials' believe that the articles in the media which call the safety of technology classes in question were generated by the above Association and are political statements to gain more staff for the classes in question. The Officials believe that no employee or student has been put into jeopardy through breaking of codes; however, the claims in the letter are being investigated. It is felt further that this Association has extracted parts of various legislations in a piece meal fashion to create a scenario of unsafe conditions in the classrooms in order to reduce class size. The Officials believe safety is not an issue at this time.

Mr. Matier replied to a question that it is mostly technical education classes in the secondary schools that are being cited. Mr. Matier again pointed out that Senior Management is looking into this issue and a report will be forthcoming.

Mr. Korz offered that he felt this is also a classroom management issue and he trusted the teaching staff to use their own good sense.

Moved by Dr. Johnston: That the Verbal Update - Ontario Technological Educators Association Concerns be received for information. CARRIED.

Thanks to the Chairman

Moved by Dr. Johnston: That the Personnel & Organization Committee and all Hamilton Trustees express their appreciation to Trustee Grant Darby for his leadership and proficiency in chairing the meetings of this Committee throughout this past year. CARRIED.

ELEMENTARY/SECONDARY

NEW BUSINESS

Recommendations of the Superintendent of Human Resources

Moved by Mr. Korz: That the recommendations of the Superintendent of Human Resources be approved. CARRIED.

Before the meeting adjourned, Mr. Korz stated that a sign in front of Sir John A. Macdonald Secondary School advertises opposition to Bill 160 and he asked if this is allowed.

Mr. Matier agreed that schools must be neutral in political situations and offered to discuss this with the appropriate Superintendent to rectify the matter.

Dr. Johnston announced that the historical plaque will be delivered to the Board by Wednesday, November 19 and the commemorative book is being printed. The book will go on sale at 7:30 p.m. on Thursday, November 20th, prior to the Board meeting.

The meeting then adjourned.

Read and confirmed

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CHAIRMAN

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URBAN/MUNICIPAL
CA4 ON HBC W26
M36
1997

URBAN MUNICIPAL

F THE SPECIAL MEETING OF THE AND ORGANIZATION COMMITTEE 1997 11 20

DEC 11 1997

GOVERNMENT DOCUMENTS

Present: Trustees Darby (Chairman), Hicks, Johnston, Korz, Orban, Paquin and Cunningham.

Also Present: Trustees Bishop, Desmarais, Gage, Hill, Johnstone, Lowe, MacDonald, Mulholland, Patenaude, Rogers, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), E. Bond (Superintendent of Program), P. Gillie (Superintendent - Administrative and Operational Services), F. Cooke, (Interim Superintendent of Schools), R. Lavoie (Superintendent of Schools - French as a First Language), S. Thompson (Assistant Superintendent of Schools), K. Bain (Interim Assistant Superintendent of Schools) and J. Tomlinson (Interim Assistant Superintendent of Program).

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Report from the Officials regarding a Legal Opinion on "Interim" Appointments

Mr. Matier drew the members' attention to the report which provides clarification of the word "Interim" as it applies to appointments. He referred to the last paragraph which states that "Interim" refers to the term/length of the appointment to a position and not to the existence of the position. Mr. Matier concluded this allows for flexibility for the new Board to introduce a new organizational structure.

It was also clarified that the extension of an interim position beyond December 31, 1997 would require the approval of the Education Improvement Commission (EIC).

Moved by Dr. Johnston:

That the Report from the Officials regarding a Legal Opinion on "Interim" Appointments be received for information.

Noting that the Local Education Improvement Committee (LEIC) has been working on a report regarding the administrative structure for the new Board, Miss Cunningham expressed her concerns with making a decision on the issue at this time in the absence of a clear direction from the LEIC.

In response to the members' concerns, the following clarifications were provided:

⇨ for interim positions, the position is permanent but the person in that position is not.

⇨The Ministry of Education and Training has the authority to grant approval for Supervisory Officer position(s) declared redundant as a result of reorganization.

⇨In consultation with legal counsel, approval of the extension of interim appointments to Supervisory Officer positions at this time will not pose any potential jeopardy for the new Board.

⇨The term/length of the interim appointment is the only duration of time the person in an interim position should be in that position -- beyond this time, that person has no right of claim to that position.

Responding to concerns, Mr. Matier indicated that there are specific benefits/protection in the Education Act for Supervisory Officers, i.e. Regulation 309 outlines the rights of the Supervisory Officers. If the new Board decides to declare some Supervisory Officer positions redundant, Bill 309 will provide the guidelines in dealing with redundant positions. The bill specifies that when a Supervisory Officer position is declared redundant, the person in that position must be given a three-month notice. However, Mr. Matier noted that Regulation 309 does not apply to interim positions.

At this point, Mrs. Hill requested an illustration of the provisions of Regulation 309 with current Supervisory Officer positions of the Board. She requested this be recorded in the minutes for future reference. Example: Assistant Superintendent of Program and Interim Assistant Superintendent of Program positions. If the position of Assistant Superintendent of Program is declared redundant, Regulation 309 will be applicable only to Dr. F. Cooke, the official Assistant Superintendent of Program, but not to Dr. J. Tomlinson who is currently in this position on an interim basis.

Mr. Matier advised Miss Cunningham that there has been no discussion at this point relating to constructive dismissal.

Responding to Mr. Mulholland, Mr. Matier indicated that a response regarding agreement on the proposed extensions of interim positions from the elementary teacher federations is anticipated.

The motion was put to a vote and was **CARRIED**.

Title of "Acting Senior Financial Officer and Treasurer

Recalling that Ms. L. Veerman has been in this position since May of last year, Miss Cunningham expressed her concerns that to date no Letter of Approval of her qualifications and eligibility for Supervisory Officer status has been forwarded to the Ministry of Education and Training.

Affirming Mrs. Veerman's outstanding performance in/qualifications for this position, Mr. Matier clarified that a letter has not been sent because the required posting process (reference: Page 24 of the Rules and Regulations of the Hamilton Board of Education) for the position did not occur. He recalled that, at that time, the Board did not approve a report he brought forward on Senior Management restructuring. Since then, Mrs. Veerman has been in this position on an interim basis.

In response to a request, the members were provided background information regarding Mrs. Veerman's interim appointment to this position. It was noted that when Mrs. Veerman requested permission to relinquish this position and return to her previous role as Budget Manager, the position was posted internally but no qualified staff was found. Other options in filling this position were then reviewed and no decision was made to date.

Several trustees expressed their concern that a fair process was not accorded Mrs. Veerman.

The Chairman noted that an important Board event was scheduled to take place at 19:30 hours and the November Board meeting at 20:00 hours. With the issue before the Committee requiring further deliberation, Mr. Darby requested and obtained the members' agreement to recess with the understanding that this Committee meeting would resume later in the evening.

The meeting then recessed and resumed at 22:50 hours

The Chairman noted the item under consideration was *Title of "Acting Senior Financial Officer and Treasurer.*

Submitting that it was important to return to past practices of this Board in maintaining a strong business component in its operations and that the steps taken to appoint Mrs. Veerman in an acting position were wrong in view of her qualifications and the role she has fulfilled, it was moved by Mrs. Lowe: That the present Acting Senior Financial Officer and Treasurer be changed to Acting Superintendent of Finance and Treasurer and further that, based on best practices of the Board, Lucy Veerman be recognized as the Superintendent of Financial Services of the Board effective 1996 08 26.

In expressing concern with this direction at this time, it was emphasized that positions such as this should be posted for competition and, with the pending merging of the Hamilton and Wentworth County Boards come January, 1998, the implications of the Hamilton Board taking this action retroactively would certainly be viewed negatively by Wentworth County.

In response to a question, Mr. Matier concurred that the position of Superintendent of Financial Services and Treasurer is an existing position in the Board and, as such, is a vacant position.

Mr. Matier added that he presented this scenario to Ministry personnel and, while they could not indicate what the decision would be, they did express doubt that approval would be forthcoming.

Noting the time, it was moved by Miss Cunningham: That the Committee continue to meet past 23:00. Lost.

The question was called and was Lost.

There being no time left for discussion, the meeting adjourned.

Read and confirmed.

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Chairman

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URBAN/MUNICIPAL
CA4 ON HBL W26
M36
1997

OF THE SPECIAL MEETING OF THE AND ORGANIZATION COMMITTEE
1997 11 25

Present: Trustees Darby (Chairman), Johnston, Orban and Cunningham.

Not Present: Trustees Hicks, Korz and Paquin.

Also Present: Trustees Bishop, Gage, Hill, Johnstone, Lowe, MacDonald, Mulholland, Stewart and Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary) and D. Russon (Interim Superintendent of Human Resources)

Mr. Darby called the meeting to order and reported that regrets for being unable to attend this evening's meeting were received from Trustees Hicks, Korz, Paquin, Desmarais and Patenaude.

URBAN MUNICIPAL
DEC 11 1997
GOVERNMENT DOCUMENTS

GENERAL

BUSINESS ARISING OUT OF THE MINUTES:

Title of "Acting Senior Financial Officer and Treasurer"

Mr. Darby reminded the members that, at the time of adjournment at the 1997 11 20 Special Meeting of the Personnel and Organization Committee, the following motion was on the floor:

Moved by Mrs. Lowe:

That the present Acting Senior Financial Officer and Treasurer be changed to Acting Superintendent of Finance and Treasurer and further that, based on best practices of the Board, Lucy Veerman be recognized as the Superintendent of Financial Services of the Board effective 1996 08 26.

Reporting her understanding that the matter has been handled internally, it was moved by Miss Cunningham: That the motion be tabled. Carried.

The Committee then met in-camera where the following action was taken:

Mrs. Hill declared a conflict of interest and, stating she would neither debate nor vote on the item before the Committee, left the Board Room.

Moved by Mr. Mulholland: That retirement gratuities be paid to the following staff who are retiring, conditional upon satisfactory proof from the respective pension plan being submitted to the Board, verifying that the employee is in receipt of a pension: Erhard Turek, Frances Fairley, Diane Marsh and Ruth Goodale. Carried.

The meeting then adjourned.

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Chairman

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URBAN/MUNICIPAL
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DECEMBER 1997

PERSONNEL AND ORGANIZATION COMMITTEE

URBAN MUNICIPAL
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FOR THE CITY OF HAMILTON

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MINUTES OF THE PERSONNEL AND ORGANIZATION COMMITTEE
1997 12 11

Present: Trustees Darby (Chairman), Johnston, Orban, Paquin and Cunningham (Chairman of the Board).

Not Present: Trustees Hicks and Korz.

Also Present: Trustees Bishop, Desmarais, Johnstone, MacDonald, Mulholland, Rogers, Stewart, Wall.

Officials Present: M. Matier (Interim Director of Education and Secretary), D. Russon (Interim Superintendent of Human Resources), P. Gillie (Superintendent – Administrative and Operational Services) and S. Thompson (Assistant Superintendent of Schools).

Mr. Darby called the meeting to order, noting regrets for not attending were received from Trustees Hicks and Korz and asked for confirmation of the minutes.

Moved by Dr. Johnston: That the minutes of the special meetings of 1997 11 06, 1997 11 20 and 1997 11 25 be approved. **CARRIED**

GENERAL

BUSINESS ARISING FROM THE MINUTES:

Verbal Report re the Role of Chief Negotiator

A verbal report was presented by Mr. Matier in which he advised that there are no negotiations between now and January 1, 1998 and that as of January 1st, the new Board will assume this area of responsibility.

Moved by Dr. Johnston: That the information received in the verbal report be received for information. **CARRIED**

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Moved by: Paquin: That the recommendations of the Superintendent of Human Resources be approved. **CARRIED**

Staffing Report - Full Time Equivalent Positions

Ms. Russon clarified information contained in the report for trustees relating to:

- the increase in the Caretaking staff was due to the Maintenance and Kit Services being housed at the Mountain Office
- there were an additional 12.5 temporary educational assistant positions for a total compliment of 265.78

Moved by Miss Cunningham: That the Staffing Report - Full Time Equivalent Positions as of 1997 12 03 be received for information. **CARRIED**

Report on Supply Teacher Usage

Ms. Russon presented the report for trustees and during debate the following factors were clarified:

- the difference in total days from 1997 compared to 1996 was related to the recent province-wide work stoppage by the teachers
- a memo relating to expenditures re: Occasional Teachers was sent to all principals
- projections indicate that Supply Teacher usage would be over budget by approximately $161,000

Moved by Miss Cunningham: That the Report on Supply Teaching Usage as of 1997 10 31 be received for information. **CARRIED.**

Report re Job Evaluation

Ms. Russon presented the report and clarified the following for trustees:

- the Education Improvement Commission (EIC) issued guidelines in August one of which requires Boards to approve any increases in compensation for non-union staff; Board support is then forwarded to the Local Education Improvement Commission and then to the EIC for their final approval
- the delay in job re-evaluation resulted from the lack of trained evaluators
- evaluators cannot participate in job evaluations of positions within their department and a gender mix on the evaluation team is required
- job re-evaluation can occur when there have been significant changes in a position's area of responsibility
- an ongoing maintenance proram is a requirement of the Pay Equity legislation

Moved by Miss Cunningham: That the Report re Job Evaluation regarding the following motion be received for information and the following recommendation be approved:

(a) That the Board approve the results of the Job Evaluation for the position of Employee Records Co-Ordinator and that the result increase in compensation be retroactive to July 14, 1995. **CARRIED**

Update on financial outcomes of CUPE, Local 1344 cleaning Sir Allan MacNab and Highview Schools

John Moffat, Manager, Caretaking Services reported that the additional costs for the caretaking staff to assume the cleaning of the above schools from January, 1997 were $40,769 more than the contracting out service.

Recalling that this was to have been a break-even proposition at the time this direction was agreed upon, it was moved by Miss Cunningham That the update on financial outcomes of CUPE, Local 1344 cleaning Sir Allan MacNab and Highview Schools, as requested by Trustee Cunningham, be received for information. **CARRIED**.

Apologizing for having arrived at the meeting late, Mrs. Bishop asked for the Committee's indulgence to entertain a question relating to the educational assistants. The Chair called a for vote and the request was carried.

During discussion the following factors were noted:

- the actual E.A.'s for 1997 is 259.64
- the actual f.t.e. is 253.28, but there is a temporary compliment of 12.5 for a total of 265.78.
- the Interim Superintendent pointed this out to the members earlier to clarify this information for trustees
- the explanation relates to taking money from the permanent payroll vs. the temporary payroll

ELEMENTARY/SECONDARY

NEW BUSINESS:

Recommendations of the Superintendent of Human Resources

Ms. Russon presented the information to trustees. When the members questioned the retirement dates of 1997 12 31 for the teaching staff, the following factors were put forth:

- December 31st is a recognized retirement date
- the negative impact this could have on the continuity of program to students
- if the retiring gratuity is approved by the Committee, the individuals in question would be contacted regarding changing their retirement date to 1998 01 31
- teachers who agreed to remain to the end of the semester would have their date of retirement changed accordingly
- due to contractual obligations, most of the positions will be filled following the retirement dates

Moved by Ms. Orban: That the recommendations of the Superintendent of Human Resources be approved: **CARRIED**

Recommendation of the Director of Education and Secretary

Mr. Matier gave a brief report on this motion, which included a brief biography on Dr. Cooke's career.

- During discussion, several trustees felt that Dr. Cooke's length of time in the position of Superintendent was too short and that he will be greatly missed.

Moved by Dr. Johnston: That the following recommendation of the Director of Education and Secretary be approved:

(a) That the resignation of Dr. Frank Cooke, Interim Superintendent of Schools, for the purpose of retirement, effective 1997 12 31, be accepted with regret and that the Board's gratuity be paid. **CARRIED**

The meeting then adjourned.

Read and confirmed

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CHAIRMAN

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